

# TEMPLATE #1

SUBURB SA 0000

0000 000 000

youremailhere@gmail.com

## PROFESSIONAL SUMMARY

X

## CURRENT ROLE AT [business/company you work at]

Role (Month YEAR – Month YEAR) - Remove if not applicable

Brief Description of Role or Duties. Currently looking for... [Example: work with more hours and stability.]

## EMPLOYMENT HISTORY

Role – Company/Workplace (Year - Year)

Role – Company/Workplace (Year - Year)

Role – Company/Workplace (Year - Year)

Role – Company/Workplace (Year - Year)

Role – Company/Workplace (Year - Year)

Role – Company/Workplace (Year - Year)

## SKILLS AND EXPERIENCE

### ADMINISTRATION INDUSTRY

- ☐ (Change to whatever industry/industries suits you!)
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X

### COMMUNITY & SERVICE INDUSTRIES

- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X
- ☐ X

## CURRENT CLEARANCES

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Check/Clearance (*Year Obtained*)

Check/Clearance (*Year Obtained*)

Covid Vaccinated? (Remove if not applicable)

## CURRENT LICENCES

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South Australian Driver's Licence and Reliable Transport(Remove if not applicable)

## QUALIFICATIONS

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**Qualification (*Year*)**

*Training Institution or Company Name, or relevant note (eg. Incomplete or pending work placement), etc.*

**Qualification (*Year*)**

*Training Institution or Company Name, etc.*

**Qualification (*Year*)**

*Training Institution or Company Name, etc.*

**Qualification (*Year*)**

*Training Institution or Company Name, etc.*

**Qualification (*Year*)**

*Training Institution or Company Name, etc.*

## REFERENCES AVAILABLE ON REQUEST

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# TEMPLATE #2

0000 000 000

*youremailaddress@email.com.au*

SUBURB SA 0000

## PROFESSIONAL SUMMARY AND CAREER OBJECTIVE

X

X

X

## EDUCATION AND QUALIFICATIONS

Course Name Course Level

Certificate Name Company/Website

South Australian Certificate of Education High School

## EXPERIENCE

0 Years, Workplace/Company Job Type

0000 – 0000, Workplace/Company Job Type

Month 0000 – Month 0000, Workplace/Company Job Type

## DEMONSTRATED SKILLS

### [INDUSTRY TYPE]

X

X

X

X

X

X

X

X

X

X

X

X

X

X

### [INDUSTRY TYPE]

X

X

X

X

X

X

### [INDUSTRY TYPE]

X

X

X

X

X

X

## REFERENCES AVAILABLE ON REQUEST

OR

## REFERENCES

**Name**

*Job Title, Company*

**0000 000 000**

**Name**

*Job Title, Company*

**0000 000 000**

**Name**

*Job Title, Company*

**0000 000 000**

# TEMPLATE #3

0000 000 000

youremailhere@email.com

SUBURB SA 0000 (*Happy to relocate for work!*) (remove if this is not the case)

## PROFESSIONAL SUMMARY

X  
X  
X  
X

## SKILLS AND EXPERIENCE

### INDUSTRY NAME/TYPE

X  
X  
X  
X  
X  
X  
X  
X  
X  
X  
X  
X

### INDUSTRY NAME/TYPE

X  
X  
X  
X

### INDUSTRY NAME/TYPE

X  
X  
X  
X  
X  
X

## EMPLOYMENT HISTORY

0000 – *Current*

Job Title / Work Type – Company/Workplace

Month 0000 – Month 0000

Job Title / Work Type – Company/Workplace

Month 0000 – Month 0000

Job Title / Work Type – Company/Workplace

0000 – 0000

Job Title / Work Type – Company/Workplace

0000 – 0000

Job Title / Work Type – Company/Workplace

## REFERENCES

Name	Name	Name
Job Title, Company	Job Title, Company	Job Title, Company
0000 000 000	0000 000 000	0000 000 000

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## CLEARANCES AND LICENCES

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x

x

Examples: Police Clearance, WWCC, Driver's Licence, Forklift or Truck Licence, Covid Vaccination Status (If Applicable)

If you only have clearances you could edit the title to make it just "Clearances" or vice versa.

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## CERTIFICATES

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### CERTIFICATES

Examples: Short Certificates or Work Related Clearances that weren't a full course/Qualification

x

If you only have things for one of these sections (Certificates/Education/Qualifications/Etc.) – Change the main title to match then remove the section you don't need.

### EDUCATION & QUALIFICATIONS

South Australian Certificate of Education – If Applicable (0000)

Certificate III in [Certificate Title] (0000 - 0000)

*If there are any relevant details (Eg. Incomplete or complete pending work placement, etc.)*

Certificate III in [Certificate Title] (0000 - 0000)

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## VOLUNTEERING

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Program/Work/Community/Service/Etc. (0000)

*Brief Description*

Program/Work/Community/Service/Etc. (0000 - 0000)

*Brief Description*

Program/Work/Community/Service/Etc. (0000)

*Brief Description*

*(Add/Remove Lines/'Enters' until this is at the bottom of the page, then remove this text)*

*(Or delete/edit if you prefer!)*

---

Thank you for your time!

# TEMPLATE #4

## CONTACT DETAILS

SUBURB SA 0000

0000 000 000

youremail@email.com

## PROFESSIONAL SUMMARY

x

## SKILLS & EXPERIENCE

- General
  - List
  - Of
  - Skills
  - And
  - Experience
  - Here
- General
  - List
  - Of
  - Skills
  - And
  - Experience
  - Here

## CAREER HISTORY

Month YEAR – Month YEAR	Company Name	Role/Job Title
General Description or General Duties		
Month YEAR – Month YEAR	Company Name	Role/Job Title
General Description or General Duties		

## LISENCES & EDUCATION

YEAR	Qualification Title/Name	COMPANY / TRAINING AGENCY
YEAR	Completed Year ?	High School

I'm happy to get any tickets, licences or qualifications needed.

## REFERENCES AVAILABLE ON REQUEST

# TEMPLATE #5

## CONTACT

0000 000 000

SUBURB SA 0000

youremailhere@email.com

## PROFESSIONAL SUMMARY

X

## SKILLS AND ABILITIES

<input type="radio"/> X	<input type="radio"/> X	<input type="radio"/> X
<input type="radio"/> X	<input type="radio"/> X	<input type="radio"/> X
<input type="radio"/> X	<input type="radio"/> X	<input type="radio"/> X
<input type="radio"/> X	<input type="radio"/> X	<input type="radio"/> X
<input type="radio"/> X	<input type="radio"/> X	<input type="radio"/> X
<input type="radio"/> X	<input type="radio"/> X	<input type="radio"/> X

## EXPERIENCE

YEAR	Role/Job Title	Workplace
YEAR	Role/Job Title	Workplace
YEAR	Role/Job Title	Workplace
YEAR	Role/Job Title	Workplace

(Remember these can be jobs, work experience, school tutoring, volunteer work, etc)

## ACHIEVEMENTS AT [ NAME OF SCHOOL(S) ]

YEAR	Achievement/award/etc. – Brief Description or Additional Information
YEAR	Achievement/award/etc. – Brief Description or Additional Information
YEAR	Achievement/award/etc. – Brief Description or Additional Information
YEAR	Achievement/award/etc. – Brief Description or Additional Information

## LICENSES AND QUALIFICATIONS

Current	Learner's Driver's Licence (Remove if not applicable)	
YEAR	Certificate/Qualification Attained	Location or Company Name (optional)

Think about - any clearances (police check, etc)? Covid Vaccinated? Any Certificates? SACE?

## REFERENCES

Name Job Title	Name Job Title	Name Personal Referee
Company/Workplace	School? Workplace?	0000 000 000
0000 000 000	0000 000 000	

# TEMPLATE #6

## CONTACT

0000 000 000

SUBURB SA 0000

youremailhere@email.com

## PROFESSIONAL SUMMARY

If you don't have much experience, you can use this space almost like a mini cover letter.

What are you good at? Any skills that come naturally to you? Any career or personal goal that might be relevant? Anything about you that makes you stand out from the crowd, etc?

## SKILLS AND ABILITIES

- |                         |                         |
|-------------------------|-------------------------|
| <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> X | <input type="radio"/> X |

## EXPERIENCE

YEAR	Role/Title/Experience	Workplace
YEAR	Role/Title/Experience	Workplace
YEAR	Role/Title/Experience	Workplace
YEAR	Role/Title/Experience	Workplace

*(Remember these can be jobs, work experience, community involvement, school tutoring, volunteer work, etc)*

## LICENSES AND QUALIFICATIONS

Current	Learner's Driver's Licence (Remove if not applicable)	
YEAR	Certificate/Qualification Attained	Location or Company Name (optional)
<i>Think about - any clearances (police check, etc)? Covid Vaccinated? Any Certificates? SACE?</i>		

## REFERENCES

Name	Name	Name
<i>Job Title</i>	<i>Job Title</i>	<i>Personal Referee</i>
School or Workplace	School or Workplace	0000 000 000
0000 000 000	0000 000 000	

*Remember that it is perfectly fine to put "references available on request" or "personal referees available on request" if you don't have any work experience or previous managers!*



# TEMPLATE #7

0000 000 000

email@email.com

SUBURB SA 0000

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## SKILLS AND EXPERIENCE

---

- |     |     |
|-----|-----|
| ◆ x | ◆ x |
| ◆ x | ◆ x |
| ◆ x | ◆ x |
| ◆ x | ◆ x |
| ◆ x | ◆ x |

---

## PROFESSIONAL SUMMARY

---

- X
- X
- X
- X

---

## EDUCATION AND TRAINING

---

- ◆ x
- ◆ x
- ◆ x
- ◆ x
- ◆ x

---

## REFERENCES AVAILABLE ON REQUEST

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# TEMPLATE #8

0000 000 000

youremailaddress@email.com

SUBURB SA 0000

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## SKILLS AND EXPERIENCE

---

◆	x	◆	x
◆	x	◆	x
◆	x	◆	x
◆	x	◆	x
◆	x	◆	x

---

## PROFESSIONAL SUMMARY

---

x

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## EMPLOYMENT HISTORY

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*Month 0000 – Current*

**COMPANY/WORKPLACE**

Job Title/Work Type

*0000 – 0000*

**COMPANY/WORKPLACE**

Job Title/Work Type

*0000 – 0000*

**COMPANY/WORKPLACE**

Job Title/Work Type

*0000 – 0000*

**COMPANY/WORKPLACE**

Job Title/Work Type

---

## EDUCATION AND LICENCES

---

- ◆ x
- ◆ x
- ◆ x

---

## REFERENCES AVAILABLE ON REQUEST

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# TEMPLATE #9

0000 000 000

SUBURB SA 0000

youremailhere@email.com

## PROFESSIONAL SUMMARY

X

## SKILLS AND EXPERIENCE

### [ X ] INDUSTRY

- (from the main industry you're skilled in)
- x
- x
- x
- x
- x
- x
- x
- x
- x
- x

### OTHER INDUSTRIES

- (skills from other industries)
- x
- x
- x
- x
- x
- x
- x
- x
- x
- x

## EDUCATION

year

Qualification

Company or Training Institution

year

Qualification

Company or Training Institution

year

Qualification

Company or Training Institution

year

Qualification

Company or Training Institution

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# EMPLOYMENT HISTORY

---

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

*Month YEAR – Month YEAR*

**COMPANY/WORKPLACE**

Job Title/Role

(Delete any that aren't applicable – it isn't necessary to have many jobs or even all of your past jobs on a resume as long as you have the content there you need to showcase your current skills and experience.)

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# REFERENCES AVAILABLE ON REQUEST

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# TEMPLATE #10

0000 000 000

youremail@email.com

SUBURB SA 0000

## Professional Summary

---

Type Professional Summary, or Career Objective, or Short Cover Letter here.

## Licences and Clearances

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Licence/Clearance

Licence/Clearance

Licence/Clearance

Licence/Clearance

Or: "I have my Licence and Licence. I also have my Clearance, Clearance, and Clearance."

## Employment History

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*Month 0000 – Month 0000*

**Job Title, Company**

Brief Description and Skills Used/Learned

*Month 0000 – Month 0000*

**Job Title, Company**

Brief Description and Skills Used/Learned

*Month 0000 – Month 0000*

**Job Title, Company**

Brief Description and Skills Used/Learned

## Education and Training

---

0000, Training Institution

Qualification

0000, Training Institution

Qualification

0000, Training Institution

Qualification

## Volunteering / Community Involvement

---

0000 – 0000

Group, Event or Title

Brief Description

0000 – 0000

Group, Event or Title

Brief Description

0000 – 0000

Group, Event or Title

Brief Description

## References or References Available on Request

---

**LIST:**

**Name**

*Job Title*

Company

**0000 000 000**

**Name**

*Job Title*

Company

**0000 000 000**

**Name**

*Job Title*

Company

**0000 000 000**

**OR - USING TABS:**

**Name**

*Job Title*

Company

**0000 000 000**

**Name**

*Job Title*

Company

**0000 000 000**

**Name**

*Job Title*

Company

**0000 000 000**

# Template #11

0000 000 000

SUBURB SA 0000

youremailaddress@email.com

I am looking for full-time work, daytime hours and a role where I can further my skills and contribute to people's lives. I have my Driver's Licence, Reliable Transport and current Police and Working with Children Checks.

## Employment History

Month 0000 – Current	Company	Job Title/Work Type
Month 0000 – Month 0000	Company	Job Title/Work Type
Month 0000 – Month 0000	Company	Job Title/Work Type
Month 0000 – Month 0000	Company	Job Title/Work Type

## Skills & Experience

### [INDUSTRY]

✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x

### [INDUSTRY]

✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x

### [INDUSTRY]

✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x  
✧ x

## Education & Qualifications

0000	Qualification Name – Trainer/Training Institution
0000	Certificate Name – Trainer/Training Institution
0000	Certificate Name – Trainer/Training Institution
0000	Certificate Name – Trainer/Training Institution

## References

Name	Name	Name
Job Title	Job Title	Job Title
Company	Company	Company
0000 000 000	0000 000 000	0000 000 000

# Template #12

0000 000 000

SUBURB SA 0000

youremailhere@email.com

I'm keen to work, available for any shifts and happy to do any further training you require!

## Employment History

Month YEAR – Current	Company/Workplace	Job Title/Work Type
Month YEAR – Month YEAR	Company/Workplace	Job Title/Work Type
Month YEAR – Month YEAR	Company/Workplace	Job Title/Work Type

## Skills & Experience

✧ x	✧ x	✧ x
✧ x	✧ x	✧ x
✧ x	✧ x	✧ x
✧ x	✧ x	✧ x
✧ x	✧ x	✧ x
✧ x	✧ x	✧ x
✧ x	✧ x	✧ x

## Volunteering

Ever done any volunteering or community work? Write a bit about it here!

Or, if there is anything else you want on your resume this is a great spot.

Alternatively remove it all together- completely your call!

## Education & Qualifications

YEAR	Qualification (Example: Certificate II Hospitality) Eg. Responsible service of Alcohol Eg. Use Hygienic Practices for Food Safety	The company/ training institution
YEAR	South Australian Certificate of Education (Or Year x Completed)	High School Name
YEAR	Double COVID-19 Vaccination (If applicable to you)	

## Availability

I am available most days of the week and can work anytime, including public holidays.

Availability will depend on when I am rostered for other work as I currently have casual work with [Company/Workplace], however I only work a shift or two every few weeks. Looking for casual or part-time work to increase my hours and experience.

## References Available On Request