|  |
| --- |
| YOUR NAME  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

**COMMUNITY & SERVICE INDUSTRIES**

* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* X
* X
* x
* x
* x

CURRENT CLEARANCES

Check/Clearance *(Year Obtained)*

Check/Clearance *(Year Obtained)*

Covid Vaccinated? (Remove if not applicable)

CURRENT LICENCES

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

QUALIFICATIONS

**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