NAME

**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***

CLEARANCES AND LICENCES

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.

CERTIFICATES

**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)

VOLUNTEERING

**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!