|  |  |  |
| --- | --- | --- |
| **YOUR NAME** | | |
|  | | |
|  | **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**

* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* x
* 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)**

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

**REFERENCES**

**Name Name Name**

*Job Title Job Title Personal Referee*

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!*