**Given name Family name**

**Address:** [Street Address, Suburb, State, Postcode], **Tel:** [XXXX XXX XXX]

**Email:** [[xxxxxxxx@xxxx.xxx](mailto:xxxxxxxx@xxxx.xxx)]

**LinkedIn:** [[www.linkedin.com/in/xxxxxxx]](http://www.linkedin.com/in/xxxxxxx%5d)

[INSTRUCTIONS:

* This template is designed for you to input your information and resume details into the sections highlighted in square brackets and red text
* Remember to change the font colour to black and delete the square brackets before finalizing
* Please delete these instructions too]

**Career Profile**

[Insert your opening statement with the heading ‘Career Profile’, ‘Profile’ or ‘Professional Summary’ here. Refer to page 3 of the [Resume Guide](https://unihub.deakin.edu.au/docs/122/Resume-Guide.pdf) for guidance on how to write an opening statement.]

**Education**

**[Month/Year] – Current** **Bachelor of [Course Name]**

[Institution], [Campus]

* Expected completion date: [Month, Year]
* Major: [Major Name]
* Achievements: [Insert achievements, if applicable]

**[Month/Yr – Month/Yr] [High School Certificate Name]**

[School Name], [Location]

* Achievements: [Insert achievements, if applicable]

**Employment**

**[Month/Year] – Current [Job Title]**

[Organisation Name], [Location]

* [Insert accomplishment statement. Refer to page 4 of the [Resume Guide](https://unihub.deakin.edu.au/docs/122/Resume-Guide.pdf) for guidance on how to write accomplishment statements]
* [Insert accomplishment statement]
* [Insert accomplishment statement]
* [Insert accomplishment statement]

**Additional Training**

**[Month/Year] [Program/Training/Certificate Name]**

[Organisation Name], [Location]

* [Insert description/accomplishment statement]

**Volunteer Experience**

**[Month/Year] – Current [Role Title]**

[Organisation Name], [Location]

* [Insert accomplishment statement]
* [Insert accomplishment statement]

**Extra-curricular Activities**

**[Month/Year] – Current [Role Title]**

[Organisation Name], [Location]

* [Insert accomplishment statement]
* [Insert accomplishment statement]

**Referees**

Available upon request.