***(This is a guide only. You do not need to fill out all areas if it does not apply to you).***

**[Full name]**

[Street name and number]

[Suburb]

[City]

[Phone]

[Mobile]

[Email]

[LinkedIn profile]

**Personal statement**

[A short statement of three or four sentences stating your current employment situation and what you are aiming for. A personal statement is optional – include one if it will enhance your application]

**Work history**

[Note: emphasise your most relevant or most recent work experience by placing it first]

[Period employed, **position held**, business name, location].

* +  [Tasks, duties, achievements].
  +  [Tasks, duties, achievements].
  +  [Tasks, duties, achievements.

[Period employed, **position held**, business name, location].

* +  [Tasks, duties, achievements].
  +  [Tasks, duties, achievements].
  +  [Tasks, duties, achievements.

**Education and qualifications**

[**Name of qualification**, qualification provider, year of graduation or year of study].

[Optional: Provide some detail about the qualification]

[**Name of qualification**, qualification provider, year of graduation or year of study].

[Optional: Provide some detail about the qualification]

**Key Skills**

**Publications**

**Conference Presentations**

**Personal interests/activities**