Your **Name**

[email@example.com.au](mailto:email@example.com.au)

0400 999 999

99 Example Street, Example Town, 3000

LinkedIn profile

**PERSONAL STATEMENT**

Your personal statement aims to highlight your professional attributes and goals, summarising why someone should consider your application. You need to make your personal statement relevant to the job you are applying for.

**KEY SKILLS**

**Technical Skills**

o Show that you have the relevant knowledge required to succeed in the role

o Include computer software you have used and relevant training courses

**Personal Skills**

o Include some of your main attributes that are vital to the role

o Good communication and flexibility are qualities that all employers look for,

o If you are changing career these transferable skills will aid your application

**CERTIFICATES & MEMBERSHIPS**

o Include any *relevant* professional qualifications here

o Make sure you most impressive accreditations are highest

o Add any professional associations of which you are a member

**EDUCATION**

o University Name, Location - **Course Title, Grade** o College Name, Location - **Course Titles, Grades**

o School Name, Location **Grades**

Briefly explain how the courses you took have led you to your chosen career path.

**EMPLOYMENT**

**Job Title -** Company Name - Location [www.companyyouworkedfor.com.au](http://www.companyyouworkedfor.com.au)

Dates of Employment

You should give your reader a brief introduction to what the company does.

In the next paragraph explain the main responsibilities your role covered.

Key Achievements:

o Provide a list of the key achievements you have made in your job

o Try to show evidence such as percentage increases or financial figures

o Always keep examples relevant to the role you are applying for

**Job Title -** Company Name - Location [www.companyyouworkedfor.com.au](http://www.companyyouworkedfor.com.au)

Dates of Employment

For older jobs you should keep the details slightly shorter, only offering information that will help you reach the next stage in your career.

Key Achievements:

o Try to avoid cliché phrases that don’t differentiate you as a candidate

o Always tailor your resume for each job application to match the requirements

**PERSONAL INTERESTS**

Outside interests enable a potential employer to gain an understanding to what motivates you, what personal skills you may have and how you will integrate into the team.

Look at how job advertisements stipulate certain personality traits required for positions. Identify what they are and show how your hobbies can relate to their requirements.

**REFERENCES**

References are available on request.