Full Name

*IMPORTANT: All highlighted   
text is a guide only to be deleted on completion*

*REMEMBER: Use spell check!*

Position you are applying for

Mobile Add your mobile number here

Email Add your email address here

Introduction

Add a summary of your career & objectives here. *1 to 2 paragraphs maximum*

Applications & Skills

Add software & relevant skills here (advanced / intermediate / beginner) *Delete irrelevant options*

*EXAMPLE: Microsoft Excel (advanced)*

*MYOB (intermediate)*

I am experienced & confident using a Mac / PC / both Mac & PC. *Delete irrelevant options*

Employment History *Most recent to oldest*

**Add the company name here** (add date & duration here)

**Add the position you worked here** (permanent / contract / temping *Delete irrelevant options*)

Add a summary of your responsibilities & tasks performed here. *1 to 2 paragraphs maximum*

*EXAMPLE:* ***Guy Wickham Industries PTY LTD*** *(Aug 2011 – Sep 2012)*

***Receptionist*** *(permanent)*

*My responsibilities included answering phones, booking sales meetings, filing paper work and lots of data entry.*

Education & Training *Most recent to oldest*

**Add the institution name here** Add your course name here (add date & duration here)

*EXAMPLE:* ***Main Street College*** *Certificate III in Business Administration (Jan 2011 – Jun 2011)*

***Central City High School*** *HSC (2010)*

About Me

Add text here detailing your personal interests, hobbies & any other languages you may know.

References

**Add your referee’s name & details here** / Company / Position / Office email / Office phone number