[Full Name]

[Street name, suburb, city, post code]
[Phone number]
[Email address]
[LinkedIn profile or website]

OBJECTIVE

[Add details about the type of work, role and industry you would like]

PERSONAL STATEMENT

[Add a personal statement. It should include your career goals and show an employer why they should hire you]

WORK HISTORY

[Organisation name]   **[Role]**

[Location]
[Period employed]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

[Organisation name]   **[Role]**

[Location]
[Period employed]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

[Organisation name]   **[Role]**

[Location]
[Period employed]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

QUALIFICATIONS

[School/institute name]   **[Qualification]**

[Location]
[Period of study]

[School/institute name]   **[Qualification]**

[Location]
[Period of study]

TECHNICAL SKILLS

- [List technical skills that are relevant to the job you are applying for. For example, invoicing, web development or food preparation]

PERSONAL SKILLS

- [List your personal skills – also called employability or transferable skills. The top skills employers value are: positive attitude, communication, teamwork, self-management, willingness to learn, thinking skills and resilience. You can use these skills in your CV, or add others.]

COMMUNITY AND VOLUNTEER EXPERIENCE

[Organisation name]   **[Role]**

[Location]
[Period volunteered]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

[Organisation name]   **[Role]**

[Location]
[Period volunteered]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

ACHIEVEMENTS

- [List your achievements and awards]

INTERESTS

- [List interests that show you have the skills an employer is looking for]

REFEREES

[**Referee's name**]   [**Referee's name**]
[Job title]   [Job title]
[Organisation they work for]   [Organisation they work for]
[Phone]   [Phone]
[Email]   [Email]