

Your Name
Street Address
Suburb State Postcode
Contact Phone No:
e-mail:

Optional:
Insert Photo of
yourself here

CAREER OBJECTIVE

For example: To further my career in the < > industry and secure a position with a company that can benefit from my current skills and knowledge of the < > industry.

NB: You may want to adjust this objective to suit the role that you are applying for.

SUMMARY OF EXPERIENCE

For example:

- Over 30 years directorial experience in mental health and developmental disabilities research and administration
- Experienced regional coordinator of community and state-operated programs
- Accomplished manager of annual budgets of more than \$50 million

WORK HISTORY

What Years you worked there – list most recent here

Your Role

Company Name

Town, State of company

- List your main duties in this role
- Don't be afraid to sell yourself – how many people you may have supervised, what budget you were responsible for, key areas of responsibility such as locking up

What Years you worked there – next most recent here

Your Role

Company Name

Town, State of company

- List your main duties in this role
- Don't be afraid to sell yourself – how many people you may have supervised, what budget you were responsible for, key areas of responsibility such as locking up

What Years you worked there – next most recent here

Your Role

Company Name

Town, State of company

- List your main duties in this role
- Don't be afraid to sell yourself – how many people you may have supervised, what budget you were responsible for, key areas of responsibility such as locking up

EDUCATION

List your highest level of school or university education then all your relevant workplace certificates, (eg. OH&S Green Card, Forklift License, Microsoft Certified Professional)

REFERENCES

List three of your best and most recent *work* references, including the company name and contact person with their current contact number. The contact person must be a past manager or supervisor.

NB: It is always a good idea to phone these references yourself to ensure they are available to provide a positive reference on your behalf.

Example :

Mark Taylor General Manager
TAYLOR HYDRAULICS ph 08 9254 5555, mob 0411 666 555