

Resume template

[Title: Resume]

Full name

Contact details

Phone number: (area code) number
Mobile number: full number
Email address: full address, case sensitive
Postal address: Street number
City STATE Postcode

Career objective

[Give a short summary of the kind of work that you would like to do and the skills you would like to develop]

Work Experience

[You might list all the work experience or volunteer work you have done. List each job by the month and year along with the period of time you were on work experience of volunteering. Start with the most recent work experience you have done]

[month year-period]

[Name of the business]

[Indicate if it was work experience or volunteer]

- [skill]
- [skill]

[month year-period]

[Name of the business]

[Indicate if it was work experience or volunteer]

- [skill]
- [skill]

Casual Work

[You might list all the casual work you have done. List each job by the year you started and the year you ended work there. Start with the most recent work experience you have done]

[month year-month year]

[Name of the business]

[Indicate roll in the business]

- [skill]
- [skill]

[month year-month year]

[Name of the business]

[Indicate roll in the business]

- [skill]
- [skill]

Schools Subjects and Results

[Start a list of the most recent subjects and grading you have received. Please also attach a copy of your latest school results]

SUBJECTS	VHA	HA	SOUND	LA	VLA

*Please also add in current subjects and progress if involved in a VET programs

Relevant skills

[List the most important skills that you have gained from your paid or volunteer work, or education that may be needed in your new job. e.g. customer service]

- [examples]
- [examples]

Licence and Certifications

- [List details of current drivers licence or certifications]

Achievements and Awards

- [Give the title and date for any work, sport, school and non-schools achievements, awards and participation certificates you may have received]

Hobbies and interests

- [Pick activities that might bring skills to your new job. For example, mentioning any sporting clubs you belong to might show that you have team skills. Just provide the name of the club or the name of the hobbies that are relevant]

Referees

[Try to supply contact details for three people that you have recently worked for either in a paid or volunteer work or teachers you have studied with at school, TAFE]

Full name

Position title, Business or educational institution

(area code) phone number

mobile phone number

Full name

Position title, Business or educational institution

(area code) phone number

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