

First Name Last Name

1 Any Street
NEW PLACE WA 6999

Tel: (08) 1234 5678(H)
(08) 9876 4321 (W)

Email: only if “professional” in nature.

Try not to use your current employers email address as this can be deemed to be unethical.

Web: again only give this information if it can support your application.
Job offers have been withdrawn on the basis of information contained in “personal” web sites.

BACKGROUND & OBJECTIVES:

Give a brief sentence on your background and skills, and what you would like to do with them.

EDUCATION:

Give the place of study, the highest qualification gained and date conferred.

SKILLS & ABILITIES:

For example:

- Excellent written and verbal skills
- Excellent time management skills
- Ability to work under pressure and still meet deadlines
- Proven decision making and problem solving skills
- Excellent team working skills
- Able to deal with challenging behaviours

SOFTWARE & COMPUTING EXPERIENCE:

For example:

- Microsoft Office Suite of Products, including Word, Excel, Publisher, Powerpoint and Frontpage;
- Internet.

OTHER QUALIFICATIONS:

For example:

- Drivers licence and class held;
- First aid certificate;
- Police clearance.

PROFESSIONAL MEMBERSHIPS:

List any organization you are affiliated with in a professional capacity.

WORK STATUS:

For example:

Australian Citizen. I am authorised to work in Australia for any employer.

WORK HISTORY & EXPERIENCE:

Please note: (You should work backwards from most recent position held)

Month, Year – Month, Year (Or to date if still employed)
Organisation Name, Location, State, Country (If applicable)
Job Title

Duties & Responsibilities:

- *List these in significant order*
- *Remember you can always come back and fill in the gaps if you miss anything of note.*

Achievements:

- *Again it is important to list these in significant order.*
- *What difference did you make when you were with the organisation?*
- *Did you win any awards?*
- *What did you do better than your colleagues?*

Month – Month, Year (If position started and finished in same year)
Organisation Name, Location, State, Country (If applicable)
Second Job Title

Contract position through XYZ employment agency (*this is important if you have been working through an employment agency and have had a lot of positions – if you don't say that you have worked on contract it just looks like you have been unable to hold down a job for any length of time.*)

Duties & Responsibilities:

- *List these in significant order*
- *Remember you can always come back and fill in the gaps if you miss anything of note.*

Achievements:

- *Again it is important to list these in significant order.*
- *What difference did you make when you were with the organisation?*
- *Did you win any awards?*
- *What did you do better than your colleagues?*

Carry on this way until you have completed each job that you have held

ADDITIONAL INFORMATION

Notes: This is where you pass on any other relevant information that you think the employer might be interested in. This is also a good place to highlight any specific skills that the employer is looking for.

It is this particular area that you can use to tailor each job application if you have been unable to do this in earlier sections. This is also the area to use if you are looking to

