Candidate Name

Details

Enter Mobile

Enter Email

Career Objective/Personal Profile

Add 3 to 4 sentences on what your career goals are or a personal profile identifying your strengths.

|  |
| --- |
| Skills |
| Problem solving |
| Leadership |
| Time Management |
| Customer Service |
| Great Communicator |
| Team player |
| Fast Learner |

Employment History

Role - Company Name

Month & Year Started – Month & Year Ended

* List between 5 to 8 duties/dot points per company
* Add most relevant to the role you are applying for first
* Can use previous position descriptions to assist with this section
* Add as many positions as you require however be mindful of resume size if you have had multiple positions – 3 page maximum

Education & Training

Certificate Level and Name – Institution

Month & Year Started – Month & Year Ended

Drivers Licence Type – add if relevant to the role

References

Referee Name – Company – Job Title

Phone

Email

Referee Name – Company – Job Title

Phone

Email