OBJECTIVE

{This is your chance to sell yourself to your potential employer. Keep it brief and to the point. 3-4 sentences.}

Address: Suburb, State Postcode

Email: xxxx.xxx@xxxx.xxx

Mobile: xxxx xxx xxx

KEY SKILLS

*{Keep it relevant to the role}*

* {skill}
* {skill}
* {skill}

EDUCATION & QUALIFICATIONS

* {Year}

Course name, institution

* {Year}

Course name, institution

* {Year}

Course name, institution

WORK EXPERIENCE

*{List your experiences from most recent and work your way back. Focus on the jobs that are relevant to the role you are applying for}*

**Job Title | Company | Dates From – To**

{Write a brief overview of the role in 1-2 lines. Keep it relevant and to the point}

Responsibilities

* {}
* {}
* {}

Accomplishments

* {}
* {}
* {}

REFERENCES

*{List at least 2 references. Make sure they are aware they are your reference before listing them so they can be prepared for the call}*

* Name | Organisation

P: xxxx xxx xxx

E: [xxxx@xxxx.xxx](mailto:xxxx@xxxx.xxx)

* Name | Organisation

P: xxxx xxx xxx

E: [xxxx@xxxx.xxx](mailto:xxxx@xxxx.xxx)

**Job Title | Company | Dates From – To**

{Write a brief overview of the role in 1-2 lines. Keep it relevant and to the point}

Responsibilities

* {}
* {}
* {}

Accomplishments

* {}
* {}
* {}

**Job Title | Company | Dates From – To**

{Write a brief overview of the role in 1-2 lines. Keep it relevant and to the point}

Responsibilities

* {}
* {}
* {}

Accomplishments

* {}
* {}
* {}

**Job Title | Company | Dates From – To**

{Write a brief overview of the role in 1-2 lines. Keep it relevant and to the point}

Responsibilities

* {}
* {}
* {}

Accomplishments

* {}
* {}
* {}

LICENCES

*{Only if relevant to the role}*

* {Car licence}
* {Truck licence}
* {etc.}

INTERESTS

*{Again, make sure these hobbies/interests are relevant to the position. This will further show the employer that you are right for the job.}*

* {Interest/Hobbies}
* {Interest/Hobbies}