Note: Template resumes that use hidden tables should be avoided. If scanned by recruiters, sometimes the tables are scanned as images and the information in them cannot be extracted for their databases. If they have to enter your details manually, they will most likely delete your resume to avoid the extra work.

**YOUR NAME**

City 0000 VIC

M: 0000 000 000 / E: professional@email.com

Note: Do not include your full address – to protect your privacy. You can give this information when they offer you the job.

**CAREER OBJECTIVE**

This provides the reason you are applying for this position. Your summary includes some of the benefits offered by the job / company and shows the connection between your studies and experience with this job, company and/or industry. This description should be a max of 3 – 4 lines.

**KEY STRENGTHS**

List required technical skills or knowledge as ordered in the selection criteria or the job advertisement

List employability (non-technical) skills as ordered in the selection criteria or the job advertisement

*Format****:*** *Skill Name – level of ability + action verb + task relevant to a particular job type or industry*

Communication – Excellent ability to liaise at all levels in large culturally diverse organisations.

*Ensure to reflect these in your Employment History (duties/responsibilities) as proof of use or development.*

**QUALIFICATIONS**

YYYY Qualification Name, Educational Institute Name, City

**ACHIEVEMENTS**

* List any significant value adding contributions you have made to any company or organisation.
* Try you include all those with a real $$ outcome, in added value, profit or savings.
* Ensure to reflect these in your Employment history (duties/responsibilities, or a separate section).

**EMPLOYMENT**

**Position Title (Part Time/Full Time/Casual) Company, City** MM YYYY – MM YYYY

Write a brief outline of all the duties/responsibilities you had in this job - *try to include job tasks that relate to the job and industry you are applying for – but these must be true.*

**REFEREES**

**Referees are available upon request.**

**Notes:** If sending your resume to an employer, use the statement above, or:

If sending your resume to a recruiter, include the contact details of at least two previous employers / supervisors. If only one of these is available, the other should be a co-worker who is familiar with your work ethic and performance.

**Referee 1 Full Name**

Position Title

(Relationship, e.g. Supervisor)

Company

M: 0000 000 000

E: referee1@email.com

**Referee 2 Full Name**

Position Title

(Relationship, e.g. Supervisor / Co-worker)

Company

M: 0000 000 000

E: referee2@email.com

**Note:** If your resume is more than two pages, include a footer with the following:

CV – Your Name M: 0000 000 000 Page 1 of 1