**[Full Name]**

[Street name, suburb, city, post code]

[Phone number]

[Email address]

[LinkedIn profile or website]

**PERSONAL STATEMENT**

[Add a personal statement of up to 50 words. This should include your current job situation, your career goals and show an employer why they should hire you]

**TECHNICAL SKILLS**

* [List technical skills relevant to the job you’re applying for. For example, invoicing, web development or food preparation] List in Bullet points.

**PERSONAL SKILLS**

* [List your personal skills – also called employability or transferable skills. The top skills employers value are: positive attitude, communication, teamwork, self-management, willingness to learn, thinking skills and resilience. You can use these skills in your CV, or add others.]

**WORK HISTORY – (Most recent employment first)**

Job Title:

Period Employed:

Company Name:

Company Location:

About this company:

Your Tasks:

Your Duties:

Your Achievements:

*(Repeat the above for all the companies you have worked with descending to your first job)*

**QUALIFICATIONS**

School/Institute Name:

Location:

Period of Study:

Qualification Obtained:

*(Repeat the above for all the qualifications you have obtained)*

**ACHIEVEMENTS**

* [List your achievements and awards]

**INTERESTS**

* [List interests that show you have the skills an employer is looking for]

**REFEREES**

|  |  |
| --- | --- |
| [**Referee’s name**]  [Job title]  [Organisation they work for]  [Phone]  [Email] | [**Referee’s name**]  [Job title]  [Organisation they work for]  [Phone]  [Email] |