

[Your Name]

[Target job title]

[Email address] · [Mobile number] · [LinkedIn URL] · [Suburb, State]

CAREER SUMMARY

[Three or four lines on your experience, your strengths, the role you want and your work rights in Australia]

KEY SKILLS

[Skill named in the job ad that you can evidence] · [Second key skill] · [Software or system you use] ·
[Industry knowledge] · [Licence or ticket the role needs, if any]

EMPLOYMENT HISTORY

[Job Title], [Organisation, Suburb or city] [Month Year] – Present

- [Achievement with a number you can verify]
- [Responsibility that matches the job ad]
- [Project or improvement you contributed to, and its result]

[Previous Job Title], [Previous organisation, Suburb or city] [Month Year] – [Month Year]

- [Achievement with a number you can verify]
- [Responsibility that matches the job ad]

EDUCATION

[Degree or qualification and subject] [Year]

[University, TAFE or college, City]

LICENCES AND CERTIFICATIONS

[Licence or certification the role needs] [Year or expiry date]

[Issuing body]

REFEREES

[Referee name, job title], [Organisation]

- [Phone or email, shared with their permission]

[Second referee name, job title], [Organisation]

- [Phone or email, shared with their permission]