**(Example Resume)**

**[Include your first and last name]**

Address: (insert your suburb, state, and postcode here)

Mobile: (insert your mobile number here)

Email: (insert your email here)

LinkedIn: (insert a link to your LinkedIn profile here)

**Professional Summary**

Use this space to introduce yourself as a professional – briefly including your experience (plus how many years in a relevant position), industries worked in, skills, and personal attributes. Showcase your employability – outline why you are the best person for the role. Three sentences is enough.

**Skills and Personal Attributes**

* List at least 8 attributes.
* Tailor these as much as possible for the role you are going for
* Use a mix of hard and soft skills that you have (for example: customer service, conflict management, IT skills (with specific examples).

**Work History**

**Job Title** Month/Year to Month/ Year

Workplace name - Suburb, State

Responsibilities:

* Insert a list of duties in dot point format.
* For example: assisting team members with priority tasks if busy to ensure targets were met.
* Write at least 4-6 responsibilities per role.

Achievements:

* Insert a list of relevant achievements in dot point format
* For example: recognised for excellent patient care outcomes, etc.

**Job Title** Month/Year to Month/ Year

Workplace name - Suburb, State

Responsibilities:

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Workplace name - Suburb, State

Responsibilities:

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* For example: assisting team members with priority tasks if busy to ensure targets were met.
* Write at least 4-6 responsibilities per role.

Achievements:

* Insert a list of relevant achievements in dot point format
* For example: recognised for excellent patient care outcomes, etc.

**Education and Qualifications**

Month/Year Qualification

[School/institution name, Suburb, State]

Month/Year Qualification

[School/institution name, Suburb, State]

Month/Year Qualification

[School/institution name, Suburb, State]

**Interests and Hobbies**

* This is an optional field
* Use it if you do not have a long employment history
* This gives the employers insight into who they are hiring
* Do not list too many, no more than 5-6
* If you do include this section, list a minimum of 4 items

**Professional Referees**

* Please include 2-3 professional and 1 personal/cultural referees to be listed in the format below, if they agree to their details being shown on your CV. Alternatively,
* if your referees prefer you to not include their information on your resume, it is acceptable to note ‘Referees available upon request’. These details can then be provided at a later date should they be requested.
* Referee details to include:
  + First and Last name
  + Their job title
  + Name of workplace
  + Contact details (include best contact number)
  + Email address