**Full Name**

Address: 1 Main Street, Town, State, Postcode

Mobile: 0000 000 000

Email: [professionalemail@gmail.com](mailto:professionalemail@gmail.com)

**Qualifications**

* Diploma of Building and Construction
* Certificate III in Building & Contraction, TAFE Queensland, 2020

**Skills & Licenses**

* List all key skills & tickets relevant to your industry
* White Card
* Working at Heights

**Employment History**

**Start Month Year – Finish Month Year**

**Company Name**

**Position Title**

* List key responsibilities. Ensure they are specific. Below are some tips
* Detail any systems or data bases used in the position
* Make sure it would make sense to a reader who did not understand your role/industry
* After reading the person should have a good idea of what you did day to day
* Do not go overboard on the length of key responsibilities

**April 2017 – April 2020**

**Company Name**

**Position Title**

* Ensure that your most recent role is listed first and that the positions are in chronological order
* List the last 10 – 15 years employment history, no more
* Make sure you have read the position description of the role you are applying too where possible and that your key responsibilities align
* If there are gaps in your employment history include a brief explanation. For example ‘Travelled Overseas from June 2017 – December 2017’
* If you have worked a large amount of contact roles group under the header ‘Contract Roles’ and list dates, company and position title. Stops the resume being too long

**References**

**Full Name**

**Position Title**

**Company**

**M: 0000 000 000**

**E:** [**workemail@company.com.au**](mailto:workemail@company.com.au)

**Full Name**

**Position Title**

**Company**

**M: 0000 000 000**

**E:** [**workemail@company.com.au**](mailto:workemail@company.com.au)