**Full Name**

Address: 1 Main Street, Town, State, Postcode

Mobile: 0000 000 000

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

**Career Summary**

A brief summary outlining your career and current goals. This can be your ‘elevator pitch’, a great way to grab a recruiter or HR Manager’s attention. Make sure it is relevant, does not overuse ‘buzz’ words and is not too long.

**Education**

* Course Name, Course Provider, Completed YYYY
* Bachelor of Arts, James Cook University, 2020
* Certificate III in Aged Care, TAFE Queensland, 2020

**Key Skills**

* Data Entry Speed / Typing Speed
* Advanced Microsoft Office
* Relevant systems used (For Example SAP or MYOB)

**Employment History**

**Start Month Year – Finish Month Year**

**Company Name**

**Position Title**

*Brief company description*

* List key responsibilities. Ensure they are specific. Below are some tips
* Detail the systems 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**

*Brief company description*

* Ensure that your most recent role is listed first and that 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 contract roles list under a header ‘Contract Roles’

**References**

**Full Name**

**Position Title, Company**

**M: 0000 000 000**

**E: workemail@company.com.au**