

RESUME for [Insert your name]

CONTACT DETAILS

Name : [Insert first name and Surname]
Address : [Insert number and street name]
[Insert Suburb, State, Post Code]
Home : [Insert area code and telephone number]
Mobile : [Insert mobile telephone number]
Email : [Insert email address]
Personal : [Insert Residency status or visa details]

EDUCATION

yyyy - yyyy [Insert **Institution Name**, City, State – Country]
[Degree or Certificate – Major area of study]

yyyy - yyyy [Insert **Institution Name**, City, State – Country]
[Degree or Certificate – Major area of study]

CAREER SUMMARY

[Insert your career summary and how you would describe yourself in a work context. This section should be limited to one or two paragraphs only, highlighting specific details not already covered in the details included in the Professional Experience below.

e.g.motivated, self-starter with sound analytical and strategic abilities with experience at all levels within Service environments.....].

PROFESSIONAL EXPERIENCE

[Place most recent experience first]

Duration : [date from] to [present]
Company : [insert Company name, and Location]
[Describe here the company's main activity or focus]

Position : [Insert position title] – reporting to [who did the position report to]

Key responsibilities/accountabilities:

[Provide detailed summary of the role's key responsibilities and accountabilities].
[Provide detailed summary of the role's key responsibilities and accountabilities].
[Provide detailed summary of the role's key responsibilities and accountabilities].
[Provide detailed summary of the role's key responsibilities and accountabilities].

Key achievements:

- [Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc.]

Resume – [Insert your Name]

- *[Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc.]*
- *[Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc.]*

Duration : *[date from] to [present]*

Company : *[insert Company name, and Location]*

[In a single line describe here the company's main activity or focus]

Position : *[Insert position title] – reporting to [who did the position report to]*

Key responsibilities/accountabilities:

[Provide detailed summary of the role's key responsibilities and accountabilities].

[Provide detailed summary of the role's key responsibilities and accountabilities].

[Provide detailed summary of the role's key responsibilities and accountabilities].

[Provide detailed summary of the role's key responsibilities and accountabilities].

Key achievements:

- *[Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc.]*
- *[Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc.]*
- *[Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc.]*

REFERENCES

[Always make your referees very accessible. Future employers want to be able to contact them easily so you must provide as much information as possible.

If the Referee is overseas, always include the country code, area code and time difference to enable successful verification of your credentials. Candidates should be contacting their nominated referees to not only confirm their willingness to act as a referee, but also their availability to do so is highly recommended.

In some cases, candidates may choose not to nominate their referees on application but will be able to do so on request. We have provided both options in this template].

Professional references will be furnished upon request.

Or

Name : *[Insert reference name]*

Company : *[insert Company name, Location]*

Relationship: *[Provide details of professional relationship e.g. former manager at Company XYZ]*

Contact Details

Email: *[insert email address]*

Land Line: *[insert land line contact details]*

Mobile: *[insert mobile contact details]*

Name : *[Insert reference name]*

Company : *[insert Company name, Location]*

Relationship: *[Provide details of professional relationship e.g. former manager at Company XYZ]*

Contact Details

Email: *[insert email address]*

Land Line: *[insert land line contact details]*

Mobile: *[insert mobile contact details]*

