|  |  |  |
| --- | --- | --- |
| EducationHigh School NameYear LevelStart Date – Graduation DateAdditional CoursesCourse TitleCourse ProviderDate Completed  * If you have completed any courses outside of school which are relevant to the role, include them here.  Key Skills and Attributes  * Outline your soft and hard skills here. * Make sure that these are relevant to the job position!  Achievements  * Outline your Achievements here. * This can be academic, sporting, cultural, and more!  RefereesReferee NameYour Relationship Phone: XXXX XXX XXX  Email: [XXXX@email.com.au](mailto:XXXX@email.com.au) Referee NameYour Relationship Phone: XXXX XXX XXX  Email: [XXXX@email.com.au](mailto:XXXX@email.com.au) |  | Professional Summary In a few short sentences, summarise your skills and previous professional experiences if you have any. Treat this section like a short pitch and be sure to include what the employer is looking for! Work ExperiencesJob Title 1Company/ Program 1 Date - Date  * Use action words such as “created, demonstrated, managed, and monitored” to describe your key responsibilities. * Include 2-3 bullet points.   Optional: Achievements/ Key Learnings   * If you have received accolades or learned new things through this position, let the employer know!  Job Title 2Company/ Program 2 Date - DateStart Date – End Date/ Current  * See above.  Student/ Volunteer ExperiencesVolunteer Title 1Company/ Program 1 Date – Date  * You can use this section as a replacement or add-on to your work experience. * Use a similar format to the work experience section. |