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| --- | --- | --- |
| EducationHigh School NameYear Level Start 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!

Referees Referee NameYour RelationshipPhone: XXXX XXX XXXEmail: XXXX@email.com.auReferee NameYour RelationshipPhone: XXXX XXX XXXEmail: XXXX@email.com.au |  | Professional SummaryIn 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.
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