**Your Name (First & Last)**

Your Address | Your Phone Number | Your Email

**CAREER SUMMARY**

Sentence 1: Explain your work history & your employment experience.

Sentence 2: Explain your capability & competencies, using the same language used in the job advertisement.

Sentence 3: Explain the areas you are skilled at and your strong character traits, relevant to the job role.

*NOTE: The career summary is a short introduction, highlighting relevant experience, professional accomplishments, and skills. The purpose of your career summary is to provide the hiring manager a relevant overview to encourage them to read further. Edit this for each job application.*

**KEY SKILLS**

Skill #1 ● Skill #2 ● Skill #3 ● Skill #4

Skill #5 ● Skill #6 ● Skill #7 ● Skill #8 ● Skill #9

*NOTE: This section identifies your key skills (empolyability skills, job specific skills, and personal character traits). These skills should align to your proposed career direction and the job you are applying for, and easily identify what you will bring to the position. Tailor for each job application by prioritising your skills against those required by the employer and/or the industry*.

**QUALIFICATIONS / CERTIFICATES**

**Qualification Name,** Training Organisation Year

**Qualification Name,** Training Organisation Year

**Current Relevant Professional Development and Certifications:**

* Example: First Aid
* Example: Manual Handling (yearly update)
* Example: National Police Clearance
* Example: DHS Working with Vulnerable People Clearance

*NOTE: State your most relevant and/or significant qualifications first and summarise the older education. Think about the relevance to the job you are applying for. You do not need to include all qualifications or certifications if they hold no relevance to the role you are applying for. Include an overview of professional development or short courses, and any essential clearances if required.*

**KEY COMPETENCIES**

* Example: Describe your strong communication/customer service skills
* Example: Describe an achievement of how you have improved a service to process
* Example: Describe your teamwork and flexibility / adaptability
* Example: Describe how you can quickly learn new skills or adapt to new technology

*NOTE: Include 2 to 4 bullet points – you may choose to list achievements you have made, explain how your contribution benefited your employer (can use statistics or facts), or emphasise your strengths that align to the job you have applied for.*

**EMPLOYMENT HISTORY**

**Your Position/Role,** Name of Employer, Location Year started – Year finished

*(Short description of the Employer, what industry they are in, and what service the employer provides)*

Responsibilities:

* Describe your responsibilities, contribution, accountabilities, and achievements.
* Describe your responsibilities, contribution, accountabilities, and achievements.

*NOTE: Only include detailed employment history for the last 10 years. Ensure relevance of all employment history and identify years and length of employment service.*

**REFEREES**

**Name** – Position **Name** – Position

Organisation Organisation

Email: xxxxxxx Email: xxxxxxx

Phone: xxxxxxx Phone: xxxxxxx

*NOTE: Decide whether to state “Referees available on request” or to insert the details of at least two relevant professional references. Include a description of their professional relationship to you, and their contact details (phone number and/or email). \* Check job advertisement carefully to see what has been requested in relation to referees.*