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| **YOUR NAME** | |
| MOBILE NUMBER | EMAIL ADDRESS |

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| |  | | --- | | **OBJECTIVE/SUMMARY** | | Add a brief description about yourself, your goals, your skills and experience. | | **SKILLS** | | List your skills in bullet points, then provide a brief example of how you display the skill. E.g: | | **Problem solving:** During my HSC year, I encountered a problem when my schooling priorities and part-time work shifts were clashing. I created a weekly planner for myself which prioritised and scheduled all my tasks so I could meet my deadlines while maintaining part-time employment. | | **Team Work:** During a Science group assignment, I worked closely with 3 other class mates on a joint project. I took on the role of working with my peers to divide the tasks based on each person’s strengths. We each contributed equally and ended up achieving a good grade for the assignment. | |  | |  | | --- | | **EDUCATION AND ACHIEVEMENTS** | | List your education in chronological order, starting with your most recent education first. Make note of your highest level of education completed (e.g. HSC, TAFE, VET Courses etc). You can highlight any of your achievements, certificates, subjects you excelled in, training you did, or extra-curricular activities you participated in. | | **School Name (or Institution name)**  *Date started – Date finished*   * Certificates achieved * Extracurricular activities and achievements * Training * Achievements * Subjects you’ve focused on or are most proud of | | **EXPERIENCE** | | Summarise your work experience by listing each position you have held and your responsibility in 1-3 sentences. Start with your most recent job and work backwards. E.g: | | **Job Title, Company**  *Time employed (Month/Year – Month/Year)*   * Responsibilities * Responsibilities * Responsibilities | | **Job Title, Company**  *Time employed (Month/Year – Month/Year)*   * Responsibilities * Responsibilities * Responsibilities | |