**PERSONAL STATEMENT**

D.O.B. (optional)

P. (area code) number

M. Full number

A. Street number, city STATE postcode  
E. email address (case sensitive)

**NAME SURNAME**

Promote yourself here. In a paragraph talk about your career objectives – what kind of work you would like to do and the skills that you would like to develop.

**KEY STRENGTHS**

* List your key strengths here
* Use dot points to summarise your skills

**EDUCATION AND TRAINING**

* List your highest qualification first (eg. BA in communications), and then below this, list your other qualifications in order of the relevance they have to the job you are applying for.

**EMPLOYMENT HISTORY**

List all the jobs or voluntary work you have done. List each job by the year you started and the year you ended work there. Start with the most recent job you have held.

**Role:**

* Name of Employer
* Location
* Position
* Period: From – To date

**Duties and Responsibilities:**

* Detailed description of duties

**Achievements:**

* Description of achievements

**Role:**

* Name of Employer
* Location
* Position
* Period: From – To date

**Duties and Responsibilities:**

* Detailed description of duties

**Achievements:**

* Description of achievements

**SPECIAL INTERESTS**

List hobbies, special interests or any volunteer/community based work here.

**REFERENCES**

* Full name of referee
* Job Title of referee
* Company name of referee
* Location of company
* Phone number of referee
* Email address of referee
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