

# Resume template

## [Title: Resume]

### Full name

#### Contact details

Contact telephone number: (area code) number  
Mobile telephone number: full number  
Email address: full address, case sensitive  
Postal address: Street number  
City STATE Postcode

#### Career objective

[Give a short summary of the kind of work that you would like do and the skills you would like to develop. Try to think of this job as part of a career you would like to do for the next five to ten years]

#### Employment history

[You might list all the jobs or voluntary work you have done. Or you might just put down the jobs that will be most relevant to the places you are applying for. List each job by the year you started and the year you ended work there. Start with the most recent job you have held]

[month year-month year]  
[Name of the store]  
[Indicate if it was work experience]  
• [skill]  
• [skill]

[month year-month year]  
[Name of the store]  
[Indicate if it was work experience]  
• [skill]  
• [skill]

[month year-month year]  
[Name of the store]  
[Indicate if it was work experience]  
• [skill]  
• [skill]

[month year-month year]  
[Name of the store]  
[Indicate if it was work experience]  
• [skill]  
• [skill]

[month year-month year]  
[Name of the store]  
[Indicate if it was work experience]  
• [skill]  
• [skill]

## **Education**

[Start a list of the highest and most recent qualifications you have and end with the last year of high school that you completed. If you graduated from high school, write down the last two years of your high school certificate]

[Year gained degree]  
[Name of course or degree]  
[Name of TAFE or University]

[Year gained degree]  
[Name of course or degree]  
[Name of TAFE or University]

[First year-last year]  
[Full name of secondary school]  
[State]  
[Name of Certificate]

## ***Short courses***

[Name of educational institution]  
• [Title of the course, and the date you were awarded it]

## **Relevant skills**

[List the most important skills that you have gained from your paid or volunteer work, or education that may be needed in your new job. e.g. customer service]

- [skill]
- [skill]

### **Special achievements**

- [Give the title and date for any work or skills related awards you may have achieved]

### **Hobbies and interests**

- [Pick activities that might show your skills that might be relevant to your new job. For example, mentioning any sporting clubs you belong to might show that you have team skills. Just provide the name of the club or the name of the hobbies that are relevant]

### **Referees**

[Try to supply contact details for three people that you have recently worked for either in a paid or volunteer work or teachers you have studied with at school, TAFE or university]

Full name

Position title, Business or educational institution

(area code) phone number

mobile phone number

Full name

Position title, Business or educational institution

(area code) phone number

mobile phone number

Full name

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