|  |  |  |
| --- | --- | --- |
| emailaddress@domain.com | 000 000 000 | Suburb, State, Postcode |

|  |  |
| --- | --- |
| Key skills   * Skill one * Skill two * Skill three * Skill four * Skill five * Skill six * Skill seven * Skill eight   Education  Course or qualification from Institution Name  Graduated YYYY  Course or qualification from Institution Name  Graduated YYYY | **Summary**  Write a brief personal summary in this first section.  This is your opportunity to state your career goal and to sell yourself to a potential employer.  Try to keep it brief and to the point. (For some examples of personal summaries, see the next page).  **Experience**  Role Title at Organisation Name  Month YYYY – Month YYYY  Overview of role in 1 to 2 lines  Key responsibilities   * Insert 2 to 3 key responsibilities   Achievements   * Insert 2 to 3 achievements   Role Title at Organisation Name  Month YYYY – Month YYYY  Overview of role in 1 to 2 lines  Key responsibilities   * Insert 2 to 3 key responsibilities   Achievements   * Insert 2 to 3 achievements   **Interests**   * Insert 2 to 3 personal interests     **References**  Available upon request |

***Examples of Personal Summaries:***

I’m an innovative content creator recently graduated with a Diploma of Social Media Marketing. I have a particular interest in helping community-based organisations reach their audience via digital channels.

I’m an energetic gardener currently studying landscape design. I have a good knowledge of native plants and I love working outdoors on large projects.

I’m a recent graduate with a Bachelor of Commerce. I majored in Accounting and Economics and am seeking a role in a large accounting practice or consulting firm.

I’m a resourceful executive assistant with experience supporting a local member of parliament. My career goal is to work in policy formation in state or federal government.

I’m a second year hairdressing apprentice seeking further experience to complete my qualification. I’m keen to work in a busy city salon and love being part of a team.

I’m a student completing a Diploma of Early Childhood Education and Care. I have lots of experience in babysitting and am seeking a part-time role with a childcare provider.

I have a Certificate II in Animal Studies and 2 years experience working at an animal shelter. My career goal is to work in a busy veterinary practice.