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

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| Key skills* Skill one
* Skill two
* Skill three
* Skill four
* Skill five
* Skill six
* Skill seven
* Skill eight

EducationCourse or qualification from Institution NameGraduated YYYYCourse or qualification from Institution NameGraduated 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 NameMonth YYYY – Month YYYYOverview of role in 1 to 2 linesKey responsibilities* Insert 2 to 3 key responsibilities

Achievements* Insert 2 to 3 achievements

Role Title at Organisation NameMonth YYYY – Month YYYYOverview of role in 1 to 2 linesKey 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.