

# [Full Name]

[Street name, suburb, city, post code]

[Phone number]

[Email address]

[LinkedIn profile or website]

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## OBJECTIVE

[Add details about the type of work, role and industry you would like]

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## PERSONAL STATEMENT

[Add a personal statement. It should include your career goals and show an employer why they should hire you]

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## WORK HISTORY

### [Organisation name]

[Location]

[Period employed]

### [Role]

- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

### [Organisation name]

[Location]

[Period employed]

### [Role]

- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

### [Organisation name]

[Location]

[Period employed]

### [Role]

- [Tasks, duties, achievements]
  - [Tasks, duties, achievements]
  - [Tasks, duties, achievements]
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## QUALIFICATIONS

### [School/institute name]

[Location]

[Period of study]

### [Qualification]

### [School/institute name]

[Location]

[Period of study]

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## TECHNICAL SKILLS

- [List technical skills that are relevant to the job you are applying for. For example, invoicing, web development or food preparation]

## PERSONAL SKILLS

- [List your personal skills – also called employability or transferable skills. The top skills employers value are: positive attitude, communication, teamwork, self-management, willingness to learn, thinking skills and resilience. You can use these skills in your CV, or add others.]

## COMMUNITY AND VOLUNTEER EXPERIENCE

### [Organisation name]

### [Role]

[Location]

[Period volunteered]

- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

### [Organisation name]

### [Role]

[Location]

[Period volunteered]

- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

## ACHIEVEMENTS

- [List your achievements and awards]

## INTERESTS

- [List interests that show you have the skills an employer is looking for]

## REFEREES

### [Referee's name]

[Job title]

[Organisation they work for]

[Phone]

[Email]

### [Referee's name]

[Job title]

[Organisation they work for]

[Phone]

[Email]