Name

name@email.com

0499 \*\*\* \*\*\*

Linkedin.com/in/name/

Career Profile

Provide a snapshot of your area of expertise, experience, most marketable/relevant skills and abilities, and unique contribution. (Remove this line once you have written your profile)

Career Summary

|  |  |
| --- | --- |
| Name of organisation  Role | Month year – present |
| Name of organisation  Role | Month year – Month year |
| Name of organisation  Role | Month year – Month year |
| Name of organisation  Role | Month year – Month year |

Education

|  |  |
| --- | --- |
| Qualification  Name of institution | Year |

Achievements

* Insert achievement statement
* Insert achievement statement
* Insert achievement statement
* Insert achievement statement
* Insert achievement statement

Employment History

Name of Organisation

Month year - present

Brief description of the organisation: what it does, where it is represented, how many employees it has

**Key Responsibilities**

This is a tactical list of what you do using active, dynamic verbs. It needs to succinctly outline ONLY your most important responsibilities.

* Brief points about responsibilities
* Brief points about responsibilities

**Achievements**

* Context, action and measurable, specific result
* Context, action and measurable, specific result
* Context, action and measurable, specific result
* Context, action and measurable, specific result

Name of Organisation

Month year - present

Brief description of the organisation: what it does, its annual turnover/revenue, where it is represented, how many employees it has

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* Context, action and measurable, specific result
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**Follow this format to cover the last 10 years in detail. For positions prior to the last 10 years, role details and achievements are generally less relevant, so can be covered briefly – Delete this statement once it has been read)**

Professional Memberships (if applicable)

Name of association

Name of association

Professional Development

* Insert name of courses or accreditations
* Insert name of courses or accreditations

Referees

Available upon request (ensure you have your references available on request and that you have asked them first whether they would like to be written down as a reference)