

# Name

Contact Number  
linkedIn address  
[email@email.com](mailto:email@email.com)

## Summary

---

Include here a brief statement summarising the contents of your resume, highlighting key components specific to the position that you are applying for, so that the reader will quickly become acquainted with your resume.

Add key words that accurately sum up your career skills and experience. This is beneficial when a resume is parsed or uploaded into the employer / recruiters HR system.

## Key Selection Criteria (if applicable)

---

Clear and simple statement of matching skills.

Each point should address different job requirements.

No dot points or stars or clutter, just tab everything across to be in line

For example:

10 Years Team Leader Experience

6 Years Project Management Experience

## Education/Qualifications

---

<b>YEAR</b>	<b>Institution, City, STATE</b> Qualification (Major)
<b>2009</b>	<b>Bachelor of This Degree</b> Institution Name, Town, State
<b>2006</b>	<b>Cert IV Assessment</b> Institution Name, Town, State
<b>2005</b>	<b>Leadership Course</b> Institution Name, Town, State
<b>2005</b>	<b>Social Media Training</b> Institution Name, Town, State

## Relevant Employment History

---

<b>Start Month YEAR– End</b>	<b>Company Name, City STATE</b> Highest Position, Division – Specifics (if applicable)
<b>Start Month YEAR– End</b>	<b>Company Name, City STATE</b> Highest Position, Division – Specifics (if applicable)

# Name

Contact Number  
LinkedIn address  
[email@email.com](mailto:email@email.com)

## Employment History

---

*Note: List in order - most recent position first*

### Company Name

#### Position Description/Title

Start Month & Year – End Month & Year

#### Specific Details including company location and team or project

A brief statement about your role at the company, and potentially a VERY brief mention of what the company does. It should be clear, concise and informative.

#### Key Responsibilities:

- Make each point informative and relevant.
- Address key points and job requirements from the PD or job listing.
- Include industry specific terms and jargon, but keep the language accessible.

#### Achievements:

- Demonstrate action taken and result achieved.
- Another demonstrated actions taken and results achieved.

## EXAMPLE: McDaniels Pty Ltd

### State Director

November 2011 – August 2012

### McDaniels Head Office, Brisbane Queensland

McDaniel's is an internationally renowned supplier of high quality, processed units. As State Director it was my job to ensure that the National Key Level (NKL) never fell beneath 11 on the Floyd Scale.

#### Key Responsibilities:

- Organising training programs to increase awareness of workplace sustainability.
- Driving safety improvements by the work crews and the EPCM team.
- Analysing data gathered during Training and Assessment Sessions and controlling and reporting on costs, program, material use and quality.

#### Key Achievements:

- Introduced standard walkway barriers in warehouse resulting in number of incidents decreasing from 10 to zero.
- Implemented material purchase tender processing, resulting in cost reduction of raw material cost of 32%.

# Name

Contact Number  
linkedIn address  
[email@email.com](mailto:email@email.com)

## Affiliations and Awards

---

<b>2010</b>	Award Received, Association Name
<b>2008</b>	Award Received, Association Name
<b>2006 – Current</b>	Affiliation Name, Details
<b>2009 – Current</b>	Affiliation Name, Details

## Referees

---

<b>Name Surname</b>	
<b>Position Title</b>	
<b>Company Name</b> , Suburb/City STATE	
Mobile:	0000 000 000
Email:	<a href="mailto:email@emailaddress.com">email@emailaddress.com</a>

<b>Name Surname</b>	
<b>Position Title</b>	
<b>Company Name</b> , Suburb/City STATE	
Mobile:	0000 000 000
Email:	<a href="mailto:email@emailaddress.com">email@emailaddress.com</a>

Or

Available upon request

*Note: It is prudent to let the Referee know that you will be adding their name to your cv for the purposes of a reference check.*