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| --- | --- | --- | --- | --- | --- | --- | --- |
| your first & last nameEmailTelephoneaddress  |  | | --- | |  | | Objective To replace this text with your own, just click it and start typing. Write a short sentence about your experience, career goal, interest and skills. | | Skills & strengths Explain what you are naturally good at. What sets you apart? List your strengths relevant for the role you’re applying for.   * Suggestion – Microsoft office suite * Suggestion – works well in a team * List one of your skills/strengths * List one of your skills/strengths * List one of your skills/strengths | | |  | | --- | | educationschool year / school name / dates attended You might want to include some of the subjects you enjoyed or did well at school and any academic achievement. degree title / school / dates attended It’s okay to brag about your scores. You can also write down a description of any courses you have undertaken. | | experiencejob title / company / locationDates From – To Describe your responsibilities and achievements. Use examples, but keep it simple and short. cashier / coles / sydney cityMay 2012 – Current Responsibilities included:   * Customer service * Cash handling * Packing shelves  baby sitting / sydneyNovember 2011 – April 2012 Responsibilities included:   * Ensuring a safe environment * Preparing snacks * Doing housework | | interests and hobbies Use this section to highlight your relevant passions, activities, and how you like to give back. It’s good to include Leadership and volunteer experience here. Or show off important extras like publications, certifications, languages and more.     * Example – running * Example – reading  refrencesreference name [Title, Company]  [Contact information] reference name [Title, Company]  [Contact information] | |