your first & last name

| Address | Telephone | Email |
| --- |

# **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 and 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 |
| --- |

# **Education**

| Dates From-To | **School year | School name|Dates attended**  Include some of the subjects you enjoyed or did well at school and any academic achievement. |
| --- | --- |
| Dates From-To | **Degree Title | School name|Dates attended**  It’s okay to brag about your scores. You can also write down a description of any courses you have undertaken. |

# **Experience**

|  |  |
| --- | --- |
| May 2012-Currrent | **Cashier |*Coles | Sydney City***  Responsibilities included:   * Customer service * Cash handling * Packing shelves |
| November 2011-April 2012 | **Baby Sitting |*Sydney***  Responsibilities included:   * Ensuring a safe environment * Preparing snacks * Doing housework |
| Dates From-To | **Job Title | *Company Name | Suburb***  Describe your responsibilities and achievements. Use examples, but keep it simple and short. |

# **Awards and certificates**

| **First Aid Course**  [Date] **Certificate/Award**  [Date]  Write a description about your award or certificate |
| --- |

# **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 |
| --- |

# **references**

| **[Reference Name]**  [Title, Company]  [Contact information] |
| --- |