<Insert Your Name>

[<Insert Email](mailto:John.smith@smith.com) Address> I <Insert your mobile number> I <Insert Suburb only, State>

**Qualifications**

**<Insert Title of Qualification>**

<Insert Institution>

<Insert Period of Study>

**<Insert Title of Short Course>**

**<Insert Title of Short Course>**

**Experience**

**<Insert Name of Employer>**

<Insert Suburb, State>

<Insert Period of Employment>

* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**

**<Insert Name of Employer>**

<Insert Suburb, State>

<Insert Period of Employment>

* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**

**<Insert Name of Employer>**

<Insert Suburb, State>

<Insert Period of Employment>

* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**
* **<Insert employment Tasks at this role>**

**Skills**

* **<Insert your key skills>**
* **<Insert your key skills>**
* **<Insert your key skills>**
* **<Insert your key skills>**
* **<Insert your key skills>**

**References**

**<Insert Name of Referee>**

**<Insert Phone Number of Referee>**

**<Insert role of the referee and name of employer where they worked with you>**

**<Insert Name of Referee>**

**<Insert Phone Number of Referee>**

**<Insert role of the referee and name of employer where they worked with you>**