# Resume template

This is an example of a way to set out your resume. You don’t have to use all the sections. You may like to add other information or remove what you don’t need.

Remember to remove all instructions from the template.

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# Resume

## [Full name]

### Contact details

Contact number: [Full number]

Email address: [Full email address]

### Summary

[The summary might be 1 to 5 sentences long.

Give a short summary of:

* the kind of work that you would like to do
* the skills you would like to develop.

Try to think of this job as part of a career you would like to do for the next 5 to 10 years.]

### Employment history

[You might list all the jobs or volunteer work you have done. Or you might just put down the jobs that will be most relevant to the jobs you are applying for. List each job by the month and year you started and when you ended work there. Start with your most recent job. For each job, say what skills you used in that job]

[month year–month year]

[Name of the organisation]

[If this was work experience, put ‘Work experience’ here.]

• [skill]

• [skill]

[month year–month year]

[Name of the organisation]

[Indicate if it was work experience]

• [skill]

• [skill]

[month year–month year]

[Name of the organisation]

[Indicate if it was work experience]

• [skill]

• [skill]

[month year–month year]

[Name of the organisation]

[Indicate if it was work experience]

• [skill]

• [skill]

[month year–month year]

[Name of the organisation]

[Indicate if it was work experience]

• [skill]

• [skill]

### Education

[List your qualifications. Start with the highest and most recent qualifications you have and end with the last year of high school that you completed.]

[Year gained degree]

[Name of course or degree]

[Name of TAFE or university]

[Year gained degree]

[Name of course or degree]

[Name of TAFE or university]

[First year–last year]

[Full name of secondary school]

[State]

[Name of certificate]

#### Short courses

[Name of educational institution]

• [Title of the course, and the date you received your certificate]

### Relevant skills

[List the most important skills that you have gained from your paid or volunteer work, or education that may be needed in your new job – for example, customer service.]

• [skill]

• [skill]

### Special achievements

• [Give the title and date for any work or skills-related awards you have achieved.]

### Hobbies and interests

• [Only name hobbies or interests that are relevant. Pick activities that show your skills relevant to the job you are applying for. For example, you could name a sporting club you belong to show that you have team skills.]