

Resume

(your full name here)

Address (house number & street name)
(suburb)
(state and postcode)

Email address (enter email address)

Phone Number (enter phone number)

Objective Enter text here, describe your short – medium term career objective. E.g. I am a school leaver looking to enter the workforce in a customer facing role.

Summary Enter text here, this text should be a very brief summary of yourself and should support your objective. E.g. I am an enthusiastic and hardworking person who loves communicating with others)

Education

(date)	(education provider)	(description and status of studies)
(date)	(education provider)	(description and status of studies)
(date)	(education provider)	(description and status of studies)
(date)	(education provider)	(description and status of studies)

Experience

(date)	(Organisation)	(description)
(date)	(Organisation)	(description)
(date)	(Organisation)	(description)

Activities

(date)	(Organisation)	(description)
(date)	(Organisation)	(description)
(date)	(Organisation)	(description)