

Profile and Career Objective

A short summary/paragraph of your professional self and matching yourself to the advertised position AND what you are looking for. What position and industry you are looking for.

Professional Strengths / Key Skills & Attributes (choose preferred heading)

Dot points of keys skills (technical, employability and personal skills), with the most important ones at the top. Use strong action words when necessary

- *Proficient in the use of MS Office*
- *Strong analytical and organisation skills*
- *A good understanding of Work Health and Safety policies and procedures*
- *Fluent speaker of English, Russian and Burmese*

Education / Qualifications / Professional Development (choose heading)

List education in reverse chronological order

NAME OF INSTITUTION, Location

Name of course

Feb 2021 - Current

Certificate in X

Key Projects:

Project lead on developing a new website

Relevant Professional Experience / Work Experience /Employment History

List experience in reverse chronological order

NAME OF ORGANISATION, Location

(website link if applicable)

2015 - 2019

Position Title

- Xxx
- Xxx (list of duties using key action verbs)
- Xxx

Key Achievements:

Example: I was identified by management as being employee of the month for three straight months in 2018

Community / Voluntary Work

NAME OF ORGANISATION, Location
(website link if applicable)

2019

Position Title

- Xxx
- Xxx (list of duties using key action verbs)
- Xxx

Professional Affiliations / Memberships

If you have any memberships to Associations, list here, otherwise delete

Information Technology

Basic / Intermediate / Advanced proficiency in:

- MS Office 365
- Typing skills XXwpm
- Software knowledge ??

Additional Information

Residency Status: Able to work in Australia / Full working rights
Licences: C Class Driver's Licence, Own Car
Interests: List hobbies here (reading, cycling, sewing, singing...etc)
Other: National Police Clearance (month, year)
Working with Children Check (month, year)
St. John's First Aid Certificate (month, year)

Referees

Referee Name Position Title Name of Organisation Mobile: Email:	Referee Name Position Title Name of Organisation Mobile: Email:
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When choosing your referees (character or professional), make sure at least one is local. The other can be overseas but you must have a valid email address.