

This *free resume template* gives you guidelines on what to include in your CV and how to lay it out.

Personal Details

You don't have to list your age, marital status or nationality. It is actually illegal for employers to ask for any of these and it may unfairly discriminate against you if you include it.

Your name

Your street address
Suburb State Postcode
Tel:
Mobile:
Email:

Career Objective

Or you could list Career Highlights.

Brief statement about your goals and what you want to achieve in the immediate future, or a broad statement about your career goals – if possible, make it specific to the job.

Education

List most recent qualification first.

Year completed Name of degree, Name of university

Year completed Other qualifications in the same format as above

Year completed If you're a graduate, you may wish to list secondary school results.

Employment History

List most recent job first.

Position title, Name of company

Month year – current

Responsibilities

- Use bullet list.
- Use clear, concise structure with active verbs such as 'managed', 'negotiated', 'created'.
- Keep the language clear and concise.

Achievements

- Use bullet list for two or three major achievements.
- Use clear, concise structure with active verbs such as 'developed', 'negotiated', 'created'.
- Keep the language clear and concise.

Position title, Name of company

Month year – Month year

Responsibilities

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Professional Affiliates

Membership of volunteer groups can also be relevant.

List any relevant organisations to which you belong or have belonged. Use bullet points for consistency.

Skills and Competencies

Refer to the job ad to see if they list any special skills that you have.

Not essential but if you have special skills that are listed in the job description, add them here. Use bullet points for consistency.

Personal Interests

Keep it relevant.

Are you involved in any charities? Do you belong to a community group or organisation? Do you have any interests that relate to the job? If you can add information that demonstrates skills and proficiencies which will get a tick from the reader, add them here.

Referees 

Before supplying prospective employers with details of your referees, make sure you check with the referee that they're happy for you to do so.

Name of person

Position title
Company
Address
Tel:
Email:
OR write 'Can supply on request'.

Name of person

Position title
Company
Address
Tel:
Email: