Your Name

Your Job Title

CONTACT DETAILS

E-mail Address (with clickable link)
Phone Number
LinkedIn URL (with clickable link)
Website/portfolio (if applicable)

PROFESSIONAL SUMMARY/PROFILE

A short introduction of yourself (between 1-5 sentences) that notifies the reader why you'd be a good candidate for this role. Could be your personal brand statement or a short, written version of your elevator pitch. More important if you are changing careers.

SKILLS

List of technical skills relevant to the job you are applying for

EXPERIENCE

Job Title — *Company*

MONTH 20XX - PRESENT

- A dot point list of your responsibilities and achievements under each role
- Ensure you highlight points that are most relevant to your next role
- You do not need to include every single thing you have done if it does not necessarily relate to your next role
- Try to quantify achievements where possible- *i.e. increased sales by X% in 12 months by tracking the behaviours of our customers and applying new marketing techniques such as xxx.*

AWARDS

Award Name — *Institution*

If you have received any notable awards through your schooling, work or other, it's important to include details on your resume. If you don't highlight your achievements- no one will know about them!

Job Title — *Company*

MONTH 20XX - PRESENT

- Dot point
- Dot point
- Dot point
- Dot point

EDUCATION

School Name — *Degree*

MONTH 20XX - MONTH 20XX

Achievements: i.e. did you graduate with honors, get any scholarships, get recognised for outstanding achievement etc

PROJECTS

Project Name — *Detail (i.e. who/where did you complete the project for- was it school, work, personal etc)*

If your projects are more relevant to the role you're applying to than your previous work experience, you might include this section before your 'Experience' section. For example, if you have been working in marketing roles, but you are changing your career to Web Development, you would probably include your Web Development/Coding projects at the top of your resume.

Depending on the roles you're applying for and your previous work experience, this section might not be so important, but it's always good to demonstrate your expertise in the field through practical application.

School Name — *Degree*

MONTH 20XX - MONTH 20XX

School Name — *Degree*

MONTH 20XX - MONTH 20XX