

JOHN CITIZEN

Address: 11 Smith Street, Melbourne, 3000

Phone: Home: xx xxxx xxxx Mobile: xxxx xxxxxx

Email: john_citizen@gmail.com

ACADEMIC BACKGROUND

*Mar. 2002 to
June 2005* TERTIARY INSTITUTION & LOCATION
Diploma/Bachelor of (any majors in brackets)

1998 SECONDARY SCHOOL NAME & LOCATION
Level of Education Achieved (eg VCE)

KEY BUSINESS SKILLS

- ◆ Use these dot points to match your skills to the position you're applying for
- ◆ eg. Face-to-face and phone-based customer service
- ◆ ...
- ◆ ...

KEY BUSINESS ACHIEVEMENTS

- ◆ Use these dot points to match your skills to the position you're applying for
- ◆ eg. Face-to-face and phone-based customer service
- ◆ ...
- ◆ ...

[The key business achievements section could be placed solely in this part of the resume, or may be more suitable as a sub-section for each role performed in your work history - or a mix of both. Try not to duplicate on information where possible – you want to keep the resume short]

EMPLOYMENT HISTORY (Start with most recent role at the top & go back about 6-8 years [max].)

Sept 2008 to Present COMPANY NAME - LOCATION

Your Position

Key Achievements

- ◆ Make the achievement quantifiable (or measurable). (Eg. Increased sales in July quarter by 25%)
- ◆ Staff Member of the month – July 2006
- ◆ 3 or 4 of achievements are enough

Tasks & Responsibilities

- ◆ Don't go into too much depth here – save it for the interview stage.
- ◆ It helps to showcase the most important tasks first
- ◆ You should keep the list to no more than 8 points. Otherwise it's too long.
- ◆ ...
- ◆ ...
- ◆ ...

Aug 2005 to Aug 2008 COMPANY NAME - LOCATION

Your Position

Key Achievements

- ◆ ...
- ◆ ...

Tasks & Responsibilities

- ◆ ...
- ◆ ...
- ◆ ...
- ◆ ...

COMPUTING PACKAGES: SKILLS AND EXPERIENCE

- ◆ eg. Advanced knowledge of all MS Office applications
- ◆ Any other packages used
- ◆ ...
- ◆ ...
- ◆ ...

INTERESTS

- ◆ Display something about your personality. It's good to show you're active.
- ◆ ...

REFEREES

Available upon request