# Your Name [email@address.com.au](mailto:email@address.com.au) | 0400 000 000 | 99 Example Street, Example Town, 2000

**Personal Statement**

It should be a reflection of you career path so far and what you want to do next. It should speak of your skills and work ethics. A strong personal statement should capture attention in not more than 2 sentences.

**Experience Summary**

Job Title | Company Name Location | Dates of Employment

##### *You should give your reader a brief introduction to what the company does and explain a bit about the responsibilities your role covered. If it is well known company and a conventional role this can be excluded.* Key Achievements and Deliverables:

* Provide a list of the key achievements you have made in your job
* Try to show evidence such as percentage increases or financial figures
* Provide enough information to entice your potential employers to call you
* Always keep examples relevant to the role you are applying for

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**Key Skills**

#### Technical Skills

* Show that you have the relevant knowledge required to succeed in the role
* Include computer software you have used, relevant training courses and any accreditations you have achieved

#### Personal Skills

* Include some of your main attributes that are vital to the role

#### Flexibility, problem solving abilities, good communication and creativity are qualities that all employers look out for.

#### If you are changing career these transferable skills will add weight to your application

**Educational qualifications**

### University Name, Location Course Title | Grade

Explain how your course helped you develop your knowledge in the areas that are relevant to the position you’re applying for. If you have switched direction from the topic you studied, you may want to briefly explain the reasons behind this decision. (Mention only your highest qualification)

**Personal Interests**

Keep it simple and highlight hobbies that add character to your work and who you are. A brief idea of what makes you who you are.

**References**

References are available on request.

A standard resume is only one page long. Keep it simple and use it as a tool to initiate conversations.