**Curriculum Vitae**

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| --- | --- |
| **[Your Name]**  [Street Address]  [Suburb, State, Postcode]  Mobile: [0000 000 000]  Home: [00 0000 0000]  e-mail: [youremail@email.com]  [Visa Status Here – if you have not always been in Australia] |  |

[Write a brief profile about yourself here. Be sure to mention the following.][**Click & hit DELETE key to Remove Instructions**]

* [Paragraph 1: Your qualifications]
* [Paragraph 2: Your experience that is relevant to the role]
* [Paragraph 3: Your reason for wanting this job and what you can bring to it that sets you apart from other applicants]
* [Paragraph 4: When you can interview. When you can start. Anything else that’s relevant eg: if you need to relocate, the fact that you can do this quickly.]

**Qualifications/Professional Development**

**[Title of Qualification. Eg. Bachelor of Applied Science]**

[Name of Institution]

[Dates of Study – Year/Year]

**[Title of Qualification eg. Certificate in Leadership]**

[Name of Institution]

[Dates of Study]

**[Name of Association that you’re a member in]**

[Membership type eg. Fellow]

[Member Since]

* If you have limited work experience, or post-graduate research experience include more information here, such as subjects studied and/or a synopsis of your research project.
* List Tertiary qualifications first, then other professional development certificates, then associations that you’re a member in [**Click & hit DELETE key to Remove Instructions**]

**Professional Experience**

* List your experience from most recent to oldest
* If you have extensive experience, going years back you may leave the oldest and/or irrelevant experience off and write “previous experience upon request”
* If you are a graduate and don’t have any relevant experience, be sure to list other jobs or volunteer experience you’ve had to showcase your knowledge of the workforce
* Copy the template down if you have more than 3 jobs to list
* Delete if you have less than 3 [**Click & hit DELETE key to Remove Instructions]**

**[Start Month/Year] – Finish Month/Year]**

**[Company Name]**

**[Job Title. Also add in whether it was a temporary position or contract if relevant]**

[A short paragraph about the company and/or the role, that puts your experience into context]

**Responsibilities**

* [List responsibilities here]
* [List the responsibilities that are most relevant to the role at the top]
* [Use statistics and figures to highlight your achievements eg. analysed high-volume samples >400 per day]
* [Make the list comprehensive]

**[Start Month/Year] – Finish Month/Year]**

**[Company Name]**

**[Job Title. Also add in whether it was a temporary position or contract if relevant]**

[A short paragraph about the company and/or the role, that puts your experience into context]

**Responsibilities**

* [List responsibilities here]
* [List the responsibilities that are most relevant to the role at the top]
* [Use statistics and figures to highlight your achievements eg. analysed high-volume samples >400 per day]
* [Make the list comprehensive]

**[Start Month/Year] – Finish Month/Year]**

**[Company Name]**

**[Job Title. Also add in whether it was a temporary position or contract if relevant]**

[A short paragraph about the company and/or the role, that puts your experience into context]

**Responsibilities**

* [List responsibilities here]
* [List the responsibilities that are most relevant to the role at the top]
* [Use statistics and figures to highlight your achievements eg. analysed high-volume samples >400 per day]
* [Make the list comprehensive]

**References**

You can either write “referees available upon request” or preferably disclose 2-3 relevant references. Referees should be recent, and also direct supervisors or managers (not on the same level as you). [**Click & hit DELETE key to Remove Instructions**]

[Referee 1 Full Name]

[Company]

[Job Title]

[Contact number – landline and also mobile number]

[Company email address]

[Referee 2 Full Name]

[Company]

[Job Title]

[Contact number – landline and also mobile number]

[Company email address]