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| ACHIEVEMENTS What are you proud of? What are the top things that make you stand out? Think about targets you’ve exceeded or life goals…SkillsExplain what you’re especially good at. What sets you apart? Use your own language—not jargon. |

|  |
| --- |
| Your nameProfession or Industry TITLE Tel: 0400 1234 5678Address: Unit 1, 1 street name, city, state, postcode |

Experience OVERVIEWJust add a high-level overview or companies titles and dates, the last five is fineJob Title • Company • Dates From – ToJob Title • Company • Dates From – ToJob Title • Company • Dates From – ToJob Title • Company • Dates From – ToJob Title • Company • Dates From – ToEducationHIGHest academic qaulification • Date Earned • instituteInclude under and or post grad work, high school certificates etc. essentially your highest academic qualifications.Industry qualification • Date Earned • instituteSeparately, add relevant professional study, certification or qualification that supports your application / role.About meDid you manage a team, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate you as a person and make you relatable. |



### Experience

Here’s where you add the detail in bullet points. Try to keep this to one page, so be detailed for your past three roles then just include basic information.

#### CONstruction manager • A big Company • 1 jan 2018 – To date

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