

YOUR NAME CURRICULUM VITAE 2021

POSITION TITLE or TAGLINE

Your mobile I youremail@youremail.com.au | Suburb, state I LinkedIn/in/yourname

Career Summary: e.g. I am an experienced Sales Engineer with qualifications in mechanical engineering and over five years’ sales experience. I have worked with hydraulics and pneumatics solutions for three years and have been formally recognised as the top sales performer in Australian and New Zealand over the past three years. I am looking to join a diverse and forward-thinking organisation where I can add value and contribute my skills and experience.

# QUALIFICATIONS

## Qualification 1

Institution, Year

## Qualification 2

Institution, Year

**Qualification 3**

Institution, Year

# AWARDS or Achievements (Optional)

## Award name 1 (related to position or industry)

Company/Organisation/Institution, Year

## Award name 2

Company/Organisation/institution, Year

# CAREER SUMMARY

# Year Start – Year End Position Company

# E.g., 2015 – Current Position ABC Company

# 2012 – 2015 Position DEF Company

# 2005 – 2011 Position GHI Company

# *(For detailed information about how to put together your CV, refer to Chapters 6 – 7 in the book* Get the job you *really* want *by Erin Devlin*)

# KEY SKILLS

Skills related to career and professional experience in list format

Skill 1

Skill 2

Skill 3

# MEMBERSHIPS (Optional)

List professional memberships

# VOLUNTEERING (Optional)

* E.g., Guide Dogs Australia
* Example 2
* Example 3

# SYSTEMS (Optional)

* E.g., Xero
* Example 2
* Example 3

# PROFESSIONAL EXPERIENCE

## Position | Organisation | Dates of Employment including months

Brief company description. E.g., people2people is a multi-award-winning recruitment company with seven offices across Australia and New Zealand. Key specialisations include accounting, legal, human resources, administration, customer service, sales, marketing, logistics and property.

*Key Responsibilities:*

* Key responsibility 1
* Key responsibility 2
* List 3 – 8 more key responsibilities below

*Key Achievements: (use data and timeframes)*

* Key achievement 1
* List 2 – 4 more key achievements below

## Position | Organisation | Dates of Employment

Brief company description

*Key Responsibilities:*

* Key responsibility 1
* List 2 – 8 more key responsibilities below

*Key Achievements:*

* Key achievement 1
* List 2 – 4 more key achievements below

## Position | Organisation | Dates of Employment

Brief company description

*Key Responsibilities:*

* Key responsibility 1
* List 2 – 8 more key responsibilities below

*Key Achievements:*

* Key achievement 1
* List 2 – 4 more key achievements below

# REFEREES

*Available on request.*