**Your Name**

Suburb VIC Postcode

0000 000 000

Email address

**Professional Summary**

**Education**

2019 **Qualification Name**

 School

**Certificates**

2020 Name of Certificate

 **Name of organisation issuing the certificate**

**Employment History**

Month Year  **Position Title**

 **Company**

* Duties/achievements

**Volunteering**

Month Year **Position Title**

 **Company**

* Duties/achievements

**Work experience**

Month Year **Position Title**

 **Company**

* Describe duties/achievements

**Skills**

(Select the skills most relevant to the position)

**Communication**

* Describe an example

**Problem solving**

* Describe an example

**Achievements**

Year Show the achievement

**Interests and Activities**

**Year** Include sporting, artistic interests etc

**Referees**

**Referee Name Referee Name**

Referee Job Title Referee Job Title

Place of Employment Place of Employment

Email: Email:

Tel: Tel: