**CURRICULUM VITAE**

***First Name Last Name***

**Address:** (Insert Street, Suburb, City, Country, Postcode)

**Phone:** (Insert relevant contact numbers)

**Email:** (Insert Email Address)

**Date available / Notice period:**   
**Type of work sought:** Permanent, Fixed Term, Contracting, Consulting, Part-time   
**Preferred Locations:   
Residency/Visa Status:**

# OVERVIEW

(Insert brief explanation of; yourself in terms of what you can offer a potential employer relevant to the role you are applying for and; what you are looking for in the next steps of your career.)

# KEY SKILLS & ATTRIBUTES

* (Insert bullet points summarising your key skills, strengths and attributes – relate them to the role you are applying for if possible.)

# AREAS OF EXPERTISE

* (Insert bullet points outlining your areas of expertise e.g. sector, industries, subject matter)

# EDUCATION

**(Insert Institution)**

## (Insert Qualification) (Insert Year)

(Insert additional information e.g. Major)

**(Insert Institution)**

## (Insert Qualification) (Insert Year)

(Insert additional information e.g. Major)

# MEMBERSHIPS

# (Insert bullet points listing relevant memberships or affiliations)

# EMPLOYMENT HISTORY

**(Insert Organisation)**

## (Insert Role) (Insert Dates)

(Insert brief description of organisation; size, scope and industry)

### Major Responsibilities

* (Insert bullet points summarising your responsibilities in this role)

### Major Achievements

* (Insert bullet points summarising your major achievements in this role)

**Reason for Leaving:** (Insert Reason for Leaving)

**(Insert Organisation)**

## (Insert Role) (Insert Dates)

(Insert brief description of organisation; size, scope and industry)

### Major Responsibilities

* (Insert bullet points summarising your responsibilities in this role)

### Major Achievements

* (Insert bullet points summarising your major achievements in this role)

**Reason for Leaving:** (Insert Reason for Leaving)

**(Insert Organisation)**

## (Insert Role) (Insert Dates)

(Insert brief description of organisation; size, scope and industry)

### Major Responsibilities

* (Insert bullet points summarising your responsibilities in this role)

### Major Achievements

* (Insert bullet points summarising your major achievements in this role)

**Reason for Leaving:** (Insert Reason for Leaving)

# LEISURE INTERESTS AND/OR ACHIEVEMENTS



# REFEREES

To be provided on request. *Or* (Insert list of referees)