

# RESUME **TEMPLATE**



## **CAREER SUMMARY STATEMENT**

## **CORE SKILLS:**

List work related skills (i.e. cleaning, cooking, administration, bricklaying, labourer, fibreglass, EFTPOS, forklift driver, microsoft word, barista)

## EDUCATION HISTORY

Education Type

(i.e. Certificate III, Diploma, Bachelor Degree, Senior Secondary Cert)

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Qualification Title

---

Institute / Training Organisation

---

Year Obtained Qualification

---

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## WORK HISTORY

Employer Name \_\_\_\_\_

Job Title \_\_\_\_\_

Duties / Description \_\_\_\_\_

Industry (Circle relevant or list) \_\_\_\_\_

Accounting / Administration & Support Services / Banking & Financial Services / Construction / Community Services / Customer Service & Call Centre / Education & Training / Health & Medical / Hospitality & Tourism / Manufacturing / Mining & Engineering / Real Estate & Property / Retail / Sales / Trades & Services / Transport & Logistics

Date Commenced \_\_\_\_\_

to

date / month / year

\_\_\_\_\_

date / month / year

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Date Commenced \_\_\_\_\_

to

date / month / year

\_\_\_\_\_

date / month / year

## OTHER EMPLOYMENT

Employer Name \_\_\_\_\_

Job Title \_\_\_\_\_

Date Commenced \_\_\_\_\_ to \_\_\_\_\_  
date / month / year date / month / year

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Employer Name \_\_\_\_\_

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Date Commenced \_\_\_\_\_ to \_\_\_\_\_  
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Employer Name \_\_\_\_\_

Job Title \_\_\_\_\_

Date Commenced \_\_\_\_\_ to \_\_\_\_\_  
date / month / year date / month / year

## TRANSPORT (tick if appropriate)

I have my own transport

I do not have my own transport

## LICENSES (tick if appropriate)

### TYPE: MOTOR VEHICLE

Heavy Combo      Heavy Rigid      Medium Rigid      Light Rigid  
Motorcycle      Multi-Combo      State \_\_\_\_\_

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### TYPE: BUILDING & CONSTRUCTION

Asbestos removal      Tradesperson Certificate      White Card  
Other Building License      State \_\_\_\_\_

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### TYPE: CRANE & HOIST

Bridge / Gantry Crane      Boom Elevated work Platform      Material Hoist  
State \_\_\_\_\_

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### TYPE: LOADSHIFTING

Front End Loader      Dozer      Excavator      Forklift  
FE Loader - Skid Steer      State \_\_\_\_\_

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### TYPE: HOSPITALITY

Responsible Service of Gambling      Responsible Service of Alcohol  
State \_\_\_\_\_

## OTHER LICENSES (tick if appropriate)

Type \_\_\_\_\_

Details \_\_\_\_\_ State \_\_\_\_\_

Type \_\_\_\_\_

Details \_\_\_\_\_ State \_\_\_\_\_

# COMMUNITY SERVICE / VOLUNTEERING

Name	_____		
Organisation	_____		
Role	_____	Phone	_____
Name	_____		
Organisation	_____		
Role	_____	Phone	_____
Name	_____		
Organisation	_____		
Role	_____	Phone	_____

## REFERENCES (people you have been in contact with in the last 6 weeks)

Name	_____		
Role	_____	Phone	_____
Name	_____		
Role	_____	Phone	_____
Name	_____		
Role	_____	Phone	_____