

## YOUR NAME

Address:  
Phone:

## CAREER OBJECTIVE

This is a short sentence which outlines your career goals – what you are trying to achieve.

## REFERENCE EXTRACT

A section from one of your written references which comments on your work performance and character.

## EMPLOYMENT SKILLS

<b>Technology</b>	Computer Software Typing Speed Office Equipment
<b>Marketing</b>	Outline subjects studies in course
<b>Communication</b>	Outline subjects studies in course
<b>Personal</b>	Optional

## EDUCATIONAL DETAILS

<b>Day/Month/Year</b> (recent to past)	<b>Educational Institution</b> Name of Course
Example. <b>Sept 1998 - Jan 1999</b>	<b>University Darwin   Australia</b> Diploma of Business (Marketing)
<b>Jan 1997 - Nov 1997</b>	<b>Roxburgh State High School</b> Senior Certificate

## EMPLOYMENT HISTORY

### Day/Month/Year

(recent to past)

### Position

Name of Company

Example.

**3 Jan 1998 – 30 June  
1999**

### **Commercial Cleaner**

CANTEBURY SERVICE PTY

- Cleaning
- Use of Industrial Polisher
- Cleaning of Public Areas

**25 April 1996 – 20 Dec 1997**

### **Sales Assistant**

FASHION ESCAPE

- Customer Service
- Sales
- Merchandising
- Cash Register Operation

## PERSONAL INTERESTS

This could be sporting, social, or cultural interests.

## REFEREES

Name

Company

Position

Phone Number