**Name**

**Required Role or Current Title i.e. Office Administrator**

Postal address

Contact Phone Numbers

Email

 (if applicable)

**CAREER OBJECTIVES**

Here you will outline your goals and career-oriented objectives in your prospective role. It should usually be a paragraph consisting of 4-5 well-structured sentences.

**KEY SKILLS**

* Summarised dot points of your achievements and capabilities.
* This can include projects completed, years of experience, extra-curricular information and general achievements whilst in a role

**PROFESSIONAL SKILLS**

* Summarised dot points of your relevant professionally developed skills
* For example; safety and money control procedures, typing skills and software capabilities

**EMPLOYMENT HISTORY**

**ORGANISATION**

Positon

Period of Employment

**Organisation and Background**

This is the structured summary outlining the organisation and background – not compulsory

**Current Duties and Responsibilities**

Similar to the summarised dot points above, you can also summarise in sentences and tie in with both your organisation summary and achievements.

**Achievements**

As above.

**REFEREES**

Again this is not compulsory on your resume.