

Name

Country of Location

Nationality

Personal Statement

A statement of 40-50 words stating your current employment situation, what you are aiming for (i.e. your goals) and why you would be a good fit for the job (i.e. your attributes). DO NOT list your skills in this section.

Skills and Competencies

Specialist skills in any specialist field – List in Bullet Points

Work Experience – Most recent job first.

Job Title:

Date from – Date to (including months i.e. June 2019 – August 2022 (or present as case may be)

Company, City, Country

Company website

Company Information: 10-20 words about company (it is likely Australian employers will not know your company)

Responsibilities (List in Bullet Points) e.g.

- Repair and maintenance of hydraulic hoses
- *List all your duties and responsibilities here*

Achievements (List in bullet points) e.g.

- Promoted to foreman
- Met and exceeded all sales KPIs

[Repeat above for each role you have worked]

Equipment/Machines/Vehicles worked on

List the brand and type of machinery or vehicles in bullet points

Qualifications – most recent qualification first / include Secondary (High) School.

Qualification name – qualification provider – location of qualification provider – years of study – additional awards (e.g. Honours)

[Repeat above for each qualification]

Also include any professional associations in this section.

Additional Training

List any additional training and courses you have undertaken – Most recent training first

Please list as above

Personal Interests

Optional

Interests that involve skill or ability and also those that may relate to the job.