FIRST LAST NAME

Suburb, City | emailaddress@gmail.com | 021 234 5678

A short objective is suitable when you know the precise job and industry you want to be in. An objective serves as a statement of your employment goals and allows you to highlight one or two extra skills.

SKILLS

* Team Leadership
* Project Management
* Networking / Relationship Management
* Responsive Communication
* Creative problem-solving
* Another competency here
* Another competency here
* Another competency here

PROFESSIONAL HISTORY

Position 2014 – Present

Company Name, City

It may help to write a short description of the company before launching into your responsibilities, especially if the company is small or independent and virtually unknown outside the industry. You might explain a specific project or contract you worked on.

* Include the most senior aspects first, such as leading a team, or planning and executing a project
* Include any key figures: budget amount, how many staff, percentages
* Keep the responsibilities concise; try and keep your wording limited
* Speak in the past tense for all previous roles
* Start with an action verb: led, managed, coordinated, provided
* Only include roles 10+ years old if the experience is relevant
* Use present tense if you are currently in this role, otherwise, past tense

Job Title 2015 – 2017

Company Name, City

It may help to write a short description of the company before launching into your responsibilities, especially if the company is small or independent and virtually unknown outside the industry. You might explain a specific project or contract you worked on.

* Try to cap your responsibilities to one line for each
* Include the most senior aspects first, such as leading a team, or planning and executing a project
* Keep the responsibilities concise; try and keep your wording limited
* Use present tense if you are currently in this role, otherwise, past tense
* If one of your previous roles was a ‘fill in’ role and is not relevant to the job you’re applying for, you can keep it brief: see below for examples

Job Title 2011 – 2013

Company Name, City

If this job isn’t relevant, write one line that sums up the role:

* Write 1-2 job responsibilities that showcase transferable skills

Job Title 2011

Company Name, City

If this job was 10~ years ago and/or a junior role, keep it brief:

* Write 1-2 job responsibilities that showcase transferable skills
* Write 1-2 job responsibilities that showcase transferable skills



QUALIFICATIONS

TRAINING

2011

Bachelor of Arts

Psychology and Education

Victoria University of Wellington

2011

Teaching English as a Foreign Language (TEFL) Certificate

i-to-i Training (online)

REFEREES

First Last Name

Job Title

Company Name, City

Association to you, if unclear

emailaddress@gmail.com

021 234 5678

First Last Name

Job Title

Company Name, City

Association to you, if unclear

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