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| JOHN SMITH |   0412 345 678john.smith@mail.com |

**** Title (i.e. IT)

# Personal Summary

[Brief summary of career and key areas of expertise] I am currently a [job title “front-end web developer”] with [number] years’ experience working at [organization]. Having worked with over [number] clients, I am passionate about web best practice and intuitive design. My key skills and expertise include: Mention key areas within the discipline nominated with a brief sentence or two as to why they are key attributes/skills

# Key Skills

• HTML
• CSS
• jQuery
• JavaScript
• NoteTabPro
• WAMP
• Git Bash
• Adobe Suite – Photoshop, Illustrator, InDesign
• Tech support development provision
• Client relations

# Employment

Position title | [Start month year – present (number of years)] Organization name

[Brief one or two sentence description of the organization and what it does]
[Provide description of your role]
[List the responsibilities, tasks undertaken, standards/codes used, problems addressed, software packages used, nature of dealings with authorities, contractors, clients, suppliers, expertise developed etc]
[Describe how you applied IT competencies in the role]
[List Key achievements/examples of your work]
[Repeat for employment history]
[For positions more than 10 years ago, a brief description is required focusing on those aspects that demonstrate how you have gained and applied knowledge of engineering principles and practices]. EXAMPLE:

• Employ best practice User Experience and User Interface to create exceptional websites
• Undertake internal and external website testing processes
• Provide technical support to clients
• Liaise with back-end developers to ensure web and app logic is properly integrated
• Integrate client’s CMS programs and data feeds into new websites, allowing for real time updates
• Optimise sites for maximum speed and scalability

# Education

### MONTH, YEAR

## Degree Title | School, Location

### MONTH, YEAR

## Degree Title | School, Location

### MONTH, YEAR

## Degree Title | School, Location

[Put your qualifications in order of relevance, so start with Bachelor, then Masters, and any other Graduate certificate.]

# Referees

Available upon request.