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

 Briefly and generally describe your career objective: who are you? (what kind of professional are you?); what kind of person are you? what kind of position are you looking for? In what kind of industry? You can use job descriptions from positions you are applying for as inspiration for key words. Example:

I am a [bright] and [enthusiastic] [what kind of person, e.g. student] who is committed to working as [position] in [industry]. With my demonstrated academic excellence, unique skills, and previous volunteering experience, I believe I will be an asset to your company.

# Key Skills

|  |  |
| --- | --- |
| * List relevant skills here
* i.e. Strong organizational skills
* i.e. Microsoft Word
 | * i.e. Creative
* i.e. Great communication skills
* i.e. Honest and reliable
 |

# Experience

### DATES FROM – TO

## Job Title | Company, Location

As you do not have any experience, you can use this section to write about unpaid work experience, internships, or volunteer work. You should describe your responsibilities for each, and the skills you developed. If you haven’t done anything, just delete this section.

# Education

### MONTH YEAR

## Degree Title | School, Location

You can just use the name of the university or tertiary college. If you have any awards or achievements, make sure you include them

i.e**. 2017:** Class Captain

### MONTH YEAR

## Degree Title | School, Location

x

# Activities

Write about the activities that you are interested in or passionate about. For example, writing, piano, community work, gardening, etc.

# Referees

Available upon request.