**Resume**

Name

Suburb

Mob: 04xxxxxx

Email

Linked in

**Career Objective**

As a recent graduate from ……………………………………………., I am looking to obtain employment in working with the …………………….industry.

**Add sentence of why you’re passionate about this**

In this position I am looking to apply my skills and abilities where I can grow and develop.

**Skills and Attributes**

* Insert skills and personal attributes relevant to position
* Insert skills and personal attributes relevant to position
* Insert skills and personal attributes relevant to position
* Insert skills and personal attributes relevant to position
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**Education & Qualifications**

Completion year(Insert Name of Uni/Tafe here)

**Insert name of course**

* Insert Subject Heading
* Insert
* Insert
* Insert
* Insert

Completion year (Insert Name of Uni/Tafe here)

**Insert name of course**

* Insert Subject Heading
* Insert Subject Heading
* Insert Subject Heading
* Insert Subject Heading
* Insert Subject Heading

**Professional Experience**

year – yr **Name of Company**

Role

* + - * Insert duties here
			* Insert duties here
			* Insert duties here
			* Insert duties here

**Employment Summary**

year – yr **Name of Company** Role

year – yr **Name of Company** Role

year – yr **Name of Company** Role

**Awards & Achievements**

Examples:

* HD achieved through current course
* First aid cert
* WWCC
* RSA Certificate
* Volunteer Role
* Additional Languages

**Referees**

Available on request

**Availability**

Full time/ Flexible