**Your Name**

1 Your Street Name, Your Suburb, Your Postcode 2345

yourname@thatwebsite.com.au

0400 000 000

# **Career Summary**

I am only looking for work because my amazingness (not a real word) now needs a new place to shine. I am excited about the prospect of being a good worker for the rest of my life, only stopping my good work when the world no longer needs my magic.

# **Qualifications/ Education**

Bachelor of Surviving Adulthood

University of Such-and-Such, City

2000 – 2003

Master of Glutton for Punishment

University of Such-and-Such, City

2003 – 2005

PhD in Hardcore Academia, Thesis: *How many letters behind my name will be too many and the future impact on innocent conference organisers printing lanyards*

# **Software Experience**

* AutoCAD
* Adobe Creative Suite
* Microsoft Office Suite

# **Key Skills and Experience**

Project Management

* Lead small to large teams of people on multiple sites
* Facilitate clear communication with project subcontractors.
* Deliver project outcomes on time

Area of Expertise Sub-heading

* Summary of what you are good at under this heading.
* Summary of what you are good at under this heading.

Area of Expertise Sub-heading

* Summary of what you are good at under this heading.
* Summary of what you are good at under this heading.

# **Work Experience**

**Bob the Builder’s Pty Ltd**

Project Manager, January 2013 – present

Bob the Builder’s Pty Ltd is a global construction company first made famous by a kids’ TV show. The company specialises in multi-million-dollar infrastructure projects within Australia.

Key tasks and responsibilities

* Manage all building materials on site.
* Supervise junior construction workers working on high risk projects.
* Design site access diagrams and posters for visitors to project sites.
* Plan all site meetings for clients and government representatives
* Nunc viverra imperdiet enim. Fusce est. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

**Company Name**

Role, Date

One sentence about the company to give us context about what you did there. Great for if you have major companies you want to show off that you’ve worked for.

Key tasks and responsibilities

* Summarise the work in short bullet points.
* Use your position description as a guideline.
* Include a minimum of six bullet points.
* Use actions words to start your bullet points (as used in these examples).
* Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

**Company Name**

Role, Date

One sentence about the company to give us context about what you did there. Great for if you have major companies you want to show off that you’ve worked for.

Key tasks and responsibilities

* Summarise the work in short bullet points.
* Use your position description as a guideline.
* Include a minimum of six bullet points.
* Use actions words to start your bullet points (as used in these examples).
* Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
* Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.
* Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.
* Use actions words to start your bullet points (as used in these examples).
* Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
* Use actions words to start your bullet points (as used in these examples).
* Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

**Company Name**

Role, Date

One sentence about the company to give us context about what you did there. Great for if you have major companies you want to show off that you’ve worked for.

Key tasks and responsibilities

* Summarise the work in short bullet points.
* Use your position description as a guideline.
* Include a minimum of six bullet points.
* Use actions words to start your bullet points (as used in these examples).
* Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
* Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.
* Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.
* Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.

**Company Name**

Role, Date

One sentence about the company to give us context about what you did there. Great for if you have major companies you want to show off that you’ve worked for.

Key tasks and responsibilities

* Summarise the work in short bullet points.
* Use your position description as a guideline.
* Include a minimum of six bullet points.
* Use actions words to start your bullet points (as used in these examples).
* Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
* Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.
* Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.
* Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis.

# **Awards and Achievements**

* Employee of the Year 2012 – 2015
* State Chess Champion 2008
* Corporate Social Responsibility Competition Winner 2012 - 2015

# **References**

Mr R. Eferee

Job Title

Company

Physical Address

Office Number

Mobile Number

Email Address

Ms F. Ormer-Employee

Job Title

Company

Physical Address

Office Number

Mobile Number

Email Address

Dr F.Riend

Job Title

Company

Physical Address

Office Number

Mobile Number

Email Address