

SAM SAMPLE

Required Role or Current Title i.e. Office Administrator

Postal Address

Contact phone numbers

Email address

CAREER OBJECTIVES

Here you will outline your goals and career-oriented objectives in your prospective role. It should usually be a paragraph consisting of 4-5 well structured sentences.

KEY SKILLS

- Summarised dot points of your achievements and capabilities.
- This can include projects completed, years of experience, extra-curricular information and general achievements whilst in a role

PROFESSIONAL SKILLS

- Summarised dot points of your relevant professionally developed skills
- For example; safety and money control procedures, typing skills and software capabilities

EDUCATION/QUALIFICATIONS

- Summarised dot points of your tertiary, higher education and qualifications
- It should include which higher education provider and what diploma/certificate/training under taken if applicable.
- Years of completion are optional.

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EMPLOYMENT HISTORY

Include your most relevant career history. This consists of period of employment, role, company, your duties performed and any achievements whilst in the role. You can change the formatting but be sure to keep it simple and to the point. Below are two examples:

Dates of Employment
i.e. January 2010 – Current

Role
Project Manager

Company
Sam Sample Mining

Duties

- Summarised dot points of your most critical duties

OR

Organisation Sam Sample Mining

Position Project Manager

Period of Employment January 2010 to Current

Duties and Responsibilities

- Summarised dot points of your most critical duties

Keep in mind you can go into as much detail as you feel is required for your role. Just keep it to the point!

REFEREES

Again this is not compulsory on your resume.