

RESUME TEMPLATE

Personal Details

Name: FIRST NAME, SURNAME
Address Street, Suburb, State, Postcode, Country
Contact numbers: Home/Work/Mobile
Email Address youremail@company.com
Visa/Residential Status: Permanent Resident or Working Visa

Summary/Profile

Overview of the key skills, experience and industries in which you have worked – perhaps personal strengths.

Technical Skills Matrix

Broken down into languages, software, database, etc.
You can indicate a competency level for each. Eg.

Languages: C, C++, Perl etc....

OR

Perl Adv

C++ Intermediate

Experience/Work History

(Most recent role first)

Company, Location

Dates (month, year)

An example:

Inventions Corporation Ltd, Melbourne, AU.

Oct, 2000 - present

Overview of company

A couple of sentences about the company – type of business, size of the company, number of employees, whether global or Australia-wide etc. Company websites are a good place to get this info.

Job Title: Senior Analyst Programmer

Responsibilities:

- Use bullet points

Achievements

- Use bullet points

Technical Environment:

List Technologies utilised in this particular role – eg. Platform, Operating System, Languages etc.

Repeat this format for every role, remembering that it is more important to concentrate on the more recent roles (within the last 5 years), becoming less detailed after that.

Education

List of Educational Qualifications as well as relevant training courses – eg.

Bachelor of Engineering	Monash University	1998
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References

This is optional at this point, as you be asked for Referees if and when required.