
Example Only

Resume of John J Smith

CONTACT DETAILS:

Name : John SMITH

Address:

23 Any Street,
Suburb, State, 9111
Country.

Home Phone : (XX) XXXX-XXXX

Mobile : XXXX XXX XXX

E-Mail: johnsmith@howmail.com

CAREER OBJECTIVES:

Summary:

(Describe your ultimate career goals and types of experiences you want to achieve)

QUALIFICATIONS:

(State your highest level of education first and other qualifications – the year of completion, name of the university or institute, and its location. Indicate the major areas of study. Include any post graduate training)

EMPLOYMENT BACKGROUND:

(For each past employer, starting with your current employer and going back to your first job)

Employer : (Name of the organisation)

Period: (Month and year - start and end date)

Role: (Job Title or functional description)

Responsibilities/Achievements

(Describe key tasks performed and one or two significant personal or team achievements)

SKILLS/ TRAINING:

(Details of relevant training courses you have attended)

LICENSES:

(List any licences or other requirements needed to perform the position)

PROFESSIONAL MEMBERSHIPS:

(Name of organisation and Membership status)

INTERESTS/ OTHER:

(Hobbies and interests)

REFEREES:

(Indicate the name, address, phone number and your work relationship to at least two referees)
