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## **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

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#### **CAREER OBJECTIVES:**

**Summary:**

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

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#### **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)

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#### **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)

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**SKILLS/ TRAINING:**

(Details of relevant training courses you have attended)

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**LICENSES:**

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

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**PROFESSIONAL MEMBERSHIPS:**

(Name of organisation and Membership status)

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**INTERESTS/ OTHER:**

(Hobbies and interests)

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**REFEREES:**

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

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