|  |  |
| --- | --- |
|  **PERSONAL INFORMATION** | Your Name |
|   |
|   | ##, Street Name, Town/City Name, Postcode, Country  |
| Home: (Area Code) (Local Number) Mobile: (Area Code) (Local Number)  |
| email@example.me.au |
| http://my\_personal\_website.me.au  |
|  |
| Your Personal Mission StatementIn a few lines, outline your interest in the role you are applying for and why you think you are a suitable candidate. Avoid listing your skills here; instead, describe your professional attributes and goals. Summarise why someone should continue reading your application.  |

|  |  |
| --- | --- |
| **EDUCATION** |   |

|  |  |
| --- | --- |
| Completion Date | (Tertiary) Full Name of Degree  |
| Name of Educational Institute, Location  |
| * Mention any relatable skills you learned
* List a few points indicating your major education goals and important accomplishments
* Include any relevant projects or thesis topics
 |
| Completion Date | (Secondary) Level of Secondary School  |
| Name of Educational Institute, Location  |
| * List a few points indicating important accomplishments and relevant grades
 |
| Completion Date | Other Education and Training  |
| Name of Educational Institute, Location  |
| * Include education such as TAFE qualifications, certificates or community college accreditation
 |

|  |  |
| --- | --- |
| **PERSONAL SKILLS** |   |

|  |  |
| --- | --- |
| Mother Tongue(s) | Your Mother Tongue(s) |
| Other Language(s) | * List any other languages you have as well as your proficiency in writing, understanding and speaking each one
* You may want to provide evidence of proficiency such as any certifications or specific language training you received
 |
| Communication | * List communication skills and specify the context in which you acquired them
* Utilise any experiences you have with presentations, writing and other forms of communication
 |
| Organisation / Management | * List skills you have that are relevant to organising and management
* Mention the context of the development of each skill, drawing on volunteer and personal experiences
* Always back up your skill claims by providing solid evidence that you have acquired – or situations when you have utilised – the skill
 |
| Job-related / Technical Skills | * Mention any other skills you have that are related to the job, including the context in which you acquired each one
* List any computer programs you can use and other computer literacy details such as research, typing, social media, etc.
 |
|  Other Skills | * List any other skills you have that are relevant
* May include skills you picked up from hobbies, sports and other activities such as leadership, teamwork, commitment, creativity and so forth
 |

|  |  |
| --- | --- |
| **AWARDS / ACHIEVEMENTS** |   |

|  |  |
| --- | --- |
| Academic Honours | Name of Academic Award, Achievement or Scholarship Obtained, Date* List any relevant information regarding your award
 |
| Memberships | Name of Professional Associations or Other Type of Memberships* List any relevant information regarding your membership such as the year and the level (student, affiliate, etc.) of your membership
 |
| Community Achievements | Name of Any Other Award or Achievement from your Personal/Community Affiliations* List details about the awards, highlighting the circumstances in which you were honoured
 |
| Licences / Certifications | * Mention any license or certification you have, including ones such as driving, first aid and so forth
 |

|  |  |
| --- | --- |
| **PERSONAL INTERESTS** |  |

|  |  |
| --- | --- |
| Hobbies | * List the hobbies you take part in regularly, mentioning certain skills or details that are relevant
 |
| Travel | * List the different places you have travelled to and for how long
* Mention experiences or skills you gained during your travels that highlight important personal characteristics (for example, you used creativity, logic and problem solving to overcome an obstacle)
* Highlight other personal advancements that came about from your experiences, such as being independent, learning a new language or discovering a new culture
 |
| Community / Volunteer Work | * List the different volunteer positions you have held or community associations you have been part of
* Include details regarding your roles, responsibilities and accomplishments
 |
| Projects | * List the details about any personal, professional or community projects you are or have been a part of, including your role, responsibilities and accomplishments
 |
| Clubs or Affiliations | * List any clubs or groups you are strongly affiliated with, such as sporting teams, outdoor groups, high school societies or clubs, and so forth
* Mention the major skills you picked up through each as well as other interesting accomplishments
 |