

JACK TEMPLATE

(Insert Qualification)

A: (Insert Street, Suburb, City, Country, Postcode)

P: (Insert relevant contact numbers)

E: (Insert Email Address)

OVERVIEW

(Insert brief explanation of; yourself in terms of what you can offer a potential employer relevant to the role you are applying for and; what you are looking for in the next steps of your career.)

KEY STRENGTHS & ATTRIBUTES

- (Insert bullet points summarising your key strengths and attributes)
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AREAS OF EXPERTISE

- (Insert bullet points outlining your areas of expertise eg sector, industries, subject matter)
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-
-

EDUCATION

(Insert Institution)

(Insert Qualification)

(Insert additional information eg Major)

(Insert Year)

(Insert Institution)

(Insert Qualification)

(Insert additional information eg Major)

(Insert Year)

(Insert Institution)

(Insert Qualification)

(Insert additional information eg Major)

(Insert Year)

EMPLOYMENT HISTORY

(Insert Organisation)

(Insert Role)

(Insert Dates)

(Insert brief description of organisation; size, scope and industry)

Major Responsibilities

- (Insert bullet points summarising your responsibilities in this role)
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-
-
-
-

Major Achievements

- (Insert bullet points summarising your major achievements in this role)
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-
-
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Reason for Leaving: (Insert Reason for Leaving)

(Insert Organisation)

(Insert Role)

(Insert Dates)

(Insert brief description of organisation; size, scope and industry)

Major Responsibilities

- (Insert bullet points summarising your responsibilities in this role)
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-
-
-
-

Major Achievements

- (Insert bullet points summarising your major achievements in this role)
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Reason for Leaving: (Insert Reason for Leaving)

UNIVERSITY FIELD WORK

- (If applicable)

MEMBERSHIPS

- (Insert bullet points listing relevant memberships or affiliations)
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SCHOLARSHIPS AND AWARDS

- (If relevant)
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LEISURE INTERESTS AND/OR ACHIEVEMENTS

- (Insert bullet points or sentence regarding your leisure interests)
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REFEREES

To be provided on request.
Or (Insert list of referees)

SAMPLE