Summary Elevator pitch where you have just a few lines of text to sell yourself to a potential employer. Try to keep it brief and to the point. Target what the employer is likely looking for in the candidate – ie. Fast learner, keen to expand skills for a younger person.

Key skills list in sentences link to work experience/ education.

 Key words –

* experienced = can operate without supervision
* competent = has been tested but may not have a qualification
* Qualified = has a certificate
* Without Supervision = competent but has not been tested
* Can operate with supervision = basic knowledge, but needs assistance
* Basic knowledge = knows where the power button is but that’s about it.

 \*Skills like leadership, communication, team work and time management need examples.

Career history Role Title at Company Name

 Month YYYY – Month YYYY

 Overview of role in 1 to 2 lines

 Key responsibilities

* Insert 2 to 3 key responsibilities

 Achievements

* Insert 2 to 3 key achievements

 Role Title at Company Name

 Month YYYY – Month YYYY

 Overview of role in 1 to 2 lines

 Key responsibilities

* Insert 2 to 3 key responsibilities

 Achievements

* Insert 2 to 3 key achievements

Education Course or qualification from Institution Name

 Graduated YYYY

 Course or qualification from Institution Name

 Graduated YYYY

References Available upon request or minimum 2. For generic Resumes use 3. 1 personal (Not Family) and 2 professional/ educational.