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.