**Name**

#### **Address:**

#### **Email:**

#### **Phone:**

**Profile**

Contractors

Write a brief statement on the type of work you are looking for and the skills you bring.

Permanent Candidates

A profile is optional. We strongly recommend you prepare a cover letter for each position which would include this type of information.

**Qualifications**

List relevant tertiary qualifications and professional certifications (e.g. Prince2)

**Career Summary**

|  |  |  |
| --- | --- | --- |
| **Company** | **Position** | **Period** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Summary of Key Skills & Competencies**

**Not more than 7 bullet points using short sentences or phrases.**

**Career History**

# Position – Date from/to

* **Responsibilities**

# Achievements

# Position – Date from/to

* **Responsibilities**

# Achievements

# Position – Date from/to

* **Responsibilities**

# Achievements

# List as many positions as is relevant. If more than 10 years old, a summary may be more appropriate.

**Achievements**

**List major achievements here. Alternatively itemise achievements within each position.**

**Professional Development**

**Key tertiary qualifications are itemised on the front page. List others as applicable here.**

**Publications**

**If applicable.**

**Interests**

**Referees**