**Name**

Curriculum Vitae

#### **Address:**

#### **Email:**

#### **Phone(s):**

**Profile**

Five to seven lines of your ‘elevator pitch’. An elevator pitch or speech is a short summary used to quickly and simply define a person, profession and its value proposition.

**Summary of Key Skills & Competencies**

Bullet points are preferred.

**Qualifications**

List the most relevant tertiary qualifications and professional certifications here. Other professional development can be included at the back of the resume.

**Career History**

# Date from (month year) / to (month year) Organisation

**Position (indicate if it’s a contract role)**

* **List three responsibilities and two achievements if applicable. Bullet points are preferred.**

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

**Other Relevant Professional Development**

**List others as applicable here.**

**Computer Skills/Software Skills**

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

**Publications**

**If applicable.**

**Interests**

**Referees**