

# **DETAILS FOR RESUME:**

*Please put as much detail down as you can*

**NAME:** .....

**ADDRESS:** .....

**SUBURB:**.....**P/CODE:**.....

**PHONE:**.....

**MOBILE:**.....

**EMAIL:**.....

## **DEMONSTRATED SKILLS AND ABILITIES:**

- .....
- .....
- .....
- .....
- .....
- .....

## **EDUCATION AND TRAINING: (Starting from most recent)**

**Date Completed**.....

**Name of Course:**.....

**Name of Institute / School:** .....

**Subjects Studies:** .....  
.....  
.....

**Any other courses completed:**

1. ....
2. ....
3. ....

**EMPLOYMENT HISTORY: (Starting with most recent)**

**Date Started:** ..... **Date Finished:** .....  
**Position:** .....  
**Name of Employer:** .....  
**Suburb:** .....  
**Duties:** .....  
.....  
.....  
.....  
.....

**Date Started:** ..... **Date Finished:** .....  
**Position:** .....  
**Name of Employer:** .....  
**Suburb:** .....  
**Duties:** .....  
.....  
.....  
.....  
.....

**Date Started:** ..... **Date Finished:** .....  
**Position:** .....  
**Name of Employer:** .....  
**Suburb:** .....  
**Duties:** .....  
.....  
.....  
.....  
.....

*(For further employment details, write on a separate sheet of paper and attach,  
follow the guidelines as above)*

**INTERESTS / HOBBIES:**

- .....
- .....
- .....
- .....
- .....

**REFEREES:**

*(These are not references, referees are a name and a telephone number of a previous employer or someone who has known you for more than 12 month, whom you have worked with, who can give a verbal reference over the telephone.)*

Name of person: .....

Position (if applicable): .....

Name of company they work for (if applicable): .....

Contact telephone number: .....

Name of person: .....

Position (if applicable): .....

Name of company they work for (if applicable): .....

Contact telephone number: .....

Name of person: .....

Position (if applicable): .....

Name of company they work for (if applicable): .....

Contact telephone number: .....