

# RESUME

## Name

Address  
Suburb 2000

Phone  
Email.

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### QUALIFICATIONS

1996 University of Sydney  
Bachelor of Commerce, Resume Writing

1993 TAFE  
Diploma in Communication

### KEY COMPETENCIES / ACHIEVEMENTS

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### PROFESSIONAL MEMBERSHIPS

Member of The Institution of People, Australia  
Society of Candidates

### CAREER SUMMARY

**Position Manager**  
Company International Pty Ltd

**September 2001 – Current**

**Position Manager**  
Company Australia Pty Ltd

**March 1995 – August 2001**

**Position Manager**  
Company Australia Pty Ltd

**June 1986 – March 1995**

**Position Advisor**  
Company Pty Ltd

**January 1984 – June 1986**

**EMPLOYMENT HISTORY**

**NAME**

**Company International Pty Ltd**

**September 2001 - Current**

**Position Manager**

*Company Description. (E.g. Company International is an organisation that supply industrial compounds to major manufacturers both in Australia and overseas. The organisation employs 978 employees across five sites nationally. Reporting directly to the Managing Director.)*

**Responsibilities** *(E.g. Four or five key responsibilities that will provide some indication of the scope of your position)*

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**Major Achievements** *(E.g. Four to six achievements that will demonstrate your contribution to the position and company. These should be quantified in some way – dollars, percentages, time or by other tangible means. You need to be able to elaborate on these at interview and be prepared to have people validate them at the time of reference checking.)*

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*(Repeat the above for all your entire employment history starting with your most recent appointment and ending with your first position, going back no more than ten years unless of relevance. If you feel that a brief period of employment needs explanation – do so in this part of your resume. If not, you should briefly explain what you are seeking a new position in the covering letter that will accompany your resume.)*

**OTHER TRAINING COURSES**

## **COMPUTER SKILLS**

## **CITIZENSHIP**

## **REFEREES**

**\*\* These are brief notes and a suggested resume format only. For additional comments on how to write a resume please ensure you have read and understood RESUME PREPARATION - PREPARING YOUR "STANDARD" RESUME \*\***