

Your Name Here

Home Street Address | City, State Postcode | you@email@optionsgroup.com.au | phone number

SUMMARY

- A chance to articulate yourself and add some personality to your CV

EDUCATION

University / School

Graduation Date

Degree, Concentration. GPA [Note: Optional]

- Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

Study Abroad [Note: If Applicable] City, Country

Month Year – Month Year

- Study abroad coursework in ____

Graduation Date

Name Of High School City, State

- [Note: May include GPA, VCE/HSC scores, or academic honours an employer may want to know]

RELEVANT SKILLS & ACHIEVEMENTS

Technical – List computer software and programming skills

Personal Skills – List appropriate skills i.e. Communication, Organisation, Time – Management.

EXPERIENCE

Month Year – Month Year

Organisation - City, State (or Remote)

Position Title

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.