

CURRICULUM VITAE

Personal Details

Name :
Postal address :
Telephone :
Email :

Professional Profile

“Approximately 100 – 150 word introduction: profession; specialisation; qualifications; current position; relevant knowledge and experience (years); key attributes / competencies; career objectives.”

Salary and notice period:

“State salary expectations or “to be discussed”. Availability for employment (in Australia is subject to his obtaining a migration visa). Current employer requires month’s notice.”

Career Summary

Job Title	Employer	Period of Employment
Current Position	Current Employer	February 2008 - present
Previous Position	Employer 3	June 2005 – January 2008
Previous Position	Employer 2	September 2001 – May 2005
Previous Position	Employer 2	August 1997 – August 2001
First Position	Employer 1	January 1989 – July 1997

Work Experience

Name of Company Current Employer
Position Held Current Position
Period of Employment February 2008 – Present

Key Responsibilities

“focus on responsibilities relevant to position applied for (list them first)”

Management Accountabilities

- “responsible for”; “responsible to”
- “deliverables”
- “functions”
- “etc.”

Technical Responsibilities

- “other tasks”
- “other tasks”

Significant Achievements

“Select achievements likely to emphasise ability to fill position applied for. Keep it short allowing for elaboration at the interview stage.”

- “situation / event.”
- “action taken.”
- “outcome / impact on business (measurable and verifiable)”

Name of Company Previous Employer
Position Held Previous Position
Period of Employment June 2005 - January 2008

Key Responsibilities

Significant Achievements

Qualifications and Professional Affiliations

- Degree / Diploma / Certificate (*Include University Name and Date*).
- Post Graduate Diploma/Degree (*Include Institution, Date and reason for studying*).
- *Add details of any other (relevant) professional affiliations (include membership grade), licenses and/or awards.*

References

Give details of suitable referees that can be contacted or state "referees available on request"

SAMPLE