

Sample Resume Layout

PERSONAL DETAILS

NAME:

EMAIL ADDRESS:

MOBILE PHONE NUMBER:

RESIDENCY STATUS:

| QUALIFICATION | EDUCATIONAL INSTITUTION | YEAR OF COMPLETION |
|--|-------------------------|--------------------|
| <i>Include all qualifications from Year 12 to present.</i> | | |

WORK EXPERIENCE

For each role, include the following details, remembering to put your most recent role first.

JOB TITLE

COMPANY NAME (IN FULL)

COMPANY DESCRIPTION

Include the industry, turnover and number of employees

DATE EMPLOYED

Don't forget to include the month and year, e.g. January 15 – December 15

RESPONSIBILITIES:

- *Use bullet points to be more succinct and ensure you are referring to your specific responsibilities so there is no question over what you did versus what the team did.*
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ACHIEVEMENTS

Some examples could include:-

- *Did you complete a project ahead of schedule?*
- *Did you save the company money?*
- *Did you implement new systems or processes?*

IT CAPABILITIES

Include all systems you have used in your career and remember to highlight your level of experience. E.g. If you have Excel experience and can write Macros, this level of detail should be included.