**Note for course participants:** *Use this generic CV template to brainstorm during the course, either on a computer or printed versions. Then use it as a guide for later when you’re writing the final version of your CV. We’ve left notes next to each section of the CV explaining what needs to be included there. These notes obviously should not be included in the final version of your CV, they’re just there to get you started! Good luck - you’ll have a brilliant CV in no time!*

**YOUR NAME**

(03) 9123 4567

0412 345 678

[yourname@gmail.com](mailto:yourname@gmail.com)

*At the top of the CV you need to list your contact details. You can also list any professional websites or blogs that you have set up. You don’t necessarily need to provide your house address and don’t include a photo.*

OPENING SUMMARY *Snapshot of who you are and the key skills you have to offer. Try to tailor to the role being offered and keep it concise*

WORK EXPERIENCE *Your work experience from the past 5 years. List the job title,  
company/organisation, years you were there (you can include months, but if you do this ensure you also list the months for all other jobs you list) and your achievements OR responsibilities while in that role. Try to use the CAR framework here – giving the employer a sense of what the context was, what action you took, and what the positive result of this was. If this is too challenging, just list what you actually did at the workplace*

**Job title: Year/s at workplace:**

**Company/organisation name:**

**Achievements/responsibilities at role:**

* *Example of what an achievement looks like (where you reached or exceeded a certain goal):*
  + *(context) In the first year of business (action) I grew the customer base by 80% (result) resulting in a 60% increase in overall profits*
* *Example of what responsibilities looks like (just listing what you actually did at the job):*
  + *(If you worked at Coles) Stocked shelves quickly and efficiently*
  + *(If you worked on reception) Greeted and assisted over 100 customers daily*
  + *(If you were a waiter in a restaurant) On a bi-weekly basis I independently waited on 50 tables in a busy restaurant environment*

**Job title: Year/s at workplace:**

**Company/organisation name:**

**Achievements/responsibilities at role:**

**Job title: Year/s at workplace:**

**Company/organisation name:**

**Achievements at role:**

**Job title: Year/s at workplace:**

**Company/organisation name:**

**Achievements/responsibilities at role:**

*Just list as many jobs as you’ve had – if you haven’t had many, that’s fine*

­­­­VOLUNTEER EXPERIENCE *Unpaid work and volunteering is still important to list as it shows the skills and strengths you needed to do it!*

**Volunteer role: Year/s at role:**

**Organisation:**

**Achievements/responsibilities:**

**Volunteer role: Year/s at role:**

**Organisation:**

**Achievement/responsibilities:**

EDUCATION / ACHIEVEMENTS *List any qualifications (high school certificate, TAFE qualification) and training you’ve completed, including any online certificates. Include any first aid or food handling certificates here, as well as any online courses you’ve completed*

**Qualification:** **Year/s:**   
*Location (school/institution/website):*

**Qualification:** **Year/s:**   
*Location:*

**Qualification:** **Year/s:**   
*Location:*

**Qualification:** **Year/s:**   
*Location:*

*If you like, you can just list your achievements here if you have no, or not many, qualifications. Think outside the box with this! Did you lead a community event, displaying leadership and strong communication skills? Have you coached a local sports team on a volunteer basis for a certain period of time?*

KEY SKILLS *This section is optional.* *If you don’t have any qualifications or achievements you can think of,* *think about the key skills and strengths we’ve discussed in this course and some words we’ve mentioned which you can use to describe them*. *Remember, everyone has skills and strengths! Try to list 3-4 of them here if you like.*

**Key Skill:**

**Key Skill:**

**Key Skill:**

REFEREES Here you list 2-3 ‘referees’. **Referees** are people you’ve worked with who can provide a great **reference** for you. Remember to ask them for permission before you list them here. You’ll need to list their name, email address, position title and company/organisation they work for. If you need a little longer to arrange this, just list ‘available upon request’ as demonstrated below. A referee is usually a colleague or manager you’ve recently worked with, but they can also be personal referees who can provide a character reference for you.

Available upon request

***Note for participants:***

*Remember to ensure that your formatting is consistent (e.g. bullet points are all lined up, how you lay things out on the page is neat and tidy, your font is a consistent size), you’ve checked your spelling and grammar and all job positions you list are written in chronological order with the most recent jobs listed first (ie. list them from newest – oldest)*