

Résumé

atWork AUSTRALIA

Name:

Address:

Suburb:

Postcode:

Phone:

Mobile:

Email:

Employment related skills

(e.g.: Intermediate computer skills / MS Office, customer service skills, able to analyse and interpret information with demonstrated problem solving skills)

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Employment History

Company:

Last position held:

Date:

(e.g.: Jan–July 2010)

Duties:

(duties you performed whilst working e.g.: answering telephone enquiries / data entry / uploading of goods and checking them against order forms / collect payment, operate cash registers and give change etc.)

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Education

Year:

School:

Qualifications

(e.g.: Certificate II in Youth Work, Forklift Ticket, Blue Card, First Aid, Diploma in Business and Commerce)

Year:

Ticket / Certificate / Diploma / Degree etc:

References

Name:

Position:

Company:

Phone:

Name:

Position:

Company:

Phone:

Name:

Position:

Company:

Phone:

Additional notes

Is there anything else you would like to add?