

# Resume Template

Name			
Address			
Suburb		Post Code	
Phone		Mobile	
Email			

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## Employment related skills

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

# 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.)

Company	
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## Education

Year	School

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## 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	

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## Additional notes

Is there anything else you would like to add?