

Your resume template

A winning résumé is just that; it wins you the opportunity to impress at interview and get the job. Make sure your résumé brings you the success you deserve by using a professional template.

YOUR NAME

• Your mobile number • Your email address

CAPABILITY STATEMENT

Type in here some notes that are relevant to the role you are applying for.

Examples:

- I have 5 years of experience working with children in a preschool environment where I learned the importance of working within the Early Years Learning Framework.
- I have 2 years of experience assisting the customer within the retail sector where I provided excellent customer service.
- After volunteering in my daughter's school for a year I determined I had the skills and abilities required of a Teacher's Aide and enrolled to study for my qualification.
- After working as Administration Assistant for 6 months at ABC Communications, I was promoted to Team Leader.

CAREER SUMMARY

DATE	COMPANY	JOB TITLE	JOB TYPE
Jan 2010 to Feb 2014	ABC Communications	Administration Team Leader	Permanent

EDUCATION

Date Completed	Qualification	Institution
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OTHER TRAINING/COURSES

Date	Course Title
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CAREER HISTORY

SAMPLE – START WITH THE MOST RECENT JOB FIRST

January 2010 to February 2015
Administration Team Leader
ABC Communications

ABC Communications supplies software solutions to assist companies with their project planning.

Supervision of a team of six administrators responsible for ensuring efficient processing of orders received by Account Managers, managing all documentation from receipt of order to delivery and installation.

Key Responsibilities:

- Liaison with suppliers to order software, parts and components
- Updating database daily to track supply and delivery timeframes
- Booking in of delivery and installation arrangements with client contacts
- Follow up utilising customer satisfaction survey
- Providing supervision and assistance for team members
- Monthly reporting of team productivity to Sales Director

Achievements:

- Achieved highest rating of 10/10 from customer satisfaction survey
- Promoted to Team Leader within 6 months

Your Name



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Company

(Company Overview)

(Role Overview)

Key Responsibilities:

Achievements:

Date to Date
Position Title
Company

(Company Overview)

(Role Overview)

Key Responsibilities:

Achievements:

Date to Date
Position Title
Company

(Company Overview)

(Role Overview)

Key Responsibilities:

Achievements:

VOLUNTEER EXPERIENCE

Date to Date
Position Title
Company

(Company Overview)

(Role Overview)

Key Responsibilities:

Achievements:

Your Name

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