# Career Summary – Your executive summary or profile

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Core Competencies

|  |
| --- |
| * Statements centred on your most valuable skills, knowledge and attributes). Please see attached competency statement examples) |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Career Summary**

|  |  |  |
| --- | --- | --- |
| **Company** | **Role** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Employment History

Month/Year to Month/Year

COMPANY

Position

Responsibilities:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

Achievements:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

# Employment History

Month/Year to Month/Year

COMPANY

Position

Responsibilities:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

Achievements:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Month/Year to Month/Year**

**COMPANY**

**Position**

**Month/Year to Month/Year**

**COMPANY**

**Position**

**Month/Year to Month/Year**

**COMPANY**

**Position**

# Personal Details

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Address |  |
|  |  |
| Telephone | (08) (bh)  (08) (ah)  (mobile) |
|  |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Qualifications |  |  |
| Date (most recent) |  | Subject |
|  |  | Where |
|  |  |  |
| Date |  | Subject |
|  |  | Where |
|  |  |  |
| Date |  | Subject |
|  |  | Where |
|  |  |  |
| Date |  | Subject |
|  |  | Where |

|  |  |  |
| --- | --- | --- |
| Training Courses |  |  |
| Date |  | Subject |
|  |  | Where |
|  |  |  |
| Date |  | Subject |
|  |  | Where |
|  |  |  |
| Date |  | Subject |
|  |  | Where |

|  |  |
| --- | --- |
| Memberships/ Professional Associations/Community |  |
|  |  |
| Interests |  |
|  |  |
| Referees | Available upon request After interview, or if requested earlier in the process (e.g. during a government application), use the template on the next page to provide your referee details. |

# Referees

|  |  |
| --- | --- |
| Name  Position  Company  Address  Suburb State Postcode | (Relationship) |
|  |  |
| (08) (bh)  (08) (ah) |  |
|  |  |
| Name  Position  Company  Address  Suburb State Postcode | (Relationship) |
|  |  |
| (08) (bh)  (08) (ah) |  |
|  |  |
| Name  Position  Company  Address  Suburb State Postcode | (Relationship) |
|  |  |
| (08) (bh)  (08) (ah) |  |