

AccurateResumes

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NAME: _____

ADDRESS: _____ **POSTCODE:** _____

TELEPHONE: _____ **MOBILE:** _____

FAX NUMBER: _____

DATE OF BIRTH: _____

E-MAIL: _____

LANGUAGES: _____

HEALTH(non smoker?) _____

LICENCES: (car, bike, other?) _____

LEISURE INTERESTS: _____

POST SECONDARY EDUCATION/COURSES (eg. University/TAFE/further training courses etc)

Date	Name of Diploma etc	Name of Institution Studies were undertaken
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1.	*	*
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2.	*	*
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3.	*	*
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4.	*	*
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COMPUTER PACKAGES/SKILLS: (Microsoft Word/Windows)

SECONDARY EDUCATION: (High School)

Date	Name of School etc	*successfully completed?
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EMPLOYMENT HISTORY:

Date (from – to) _____ Company Name: _____

Position Title Held: _____

Responsibilities: _____

Date (from – to) _____ Company Name: _____

Position Title Held: _____

Responsibilities: _____

Date (from – to) _____ Company Name: _____

Position Title Held: _____

Responsibilities: _____

Date (from – to) _____ Company Name: _____

Position Title Held: _____

Responsibilities: _____

EMPLOYMENT HISTORY (cont'd):

Date (from – to) _____ Company Name: _____

Position Title Held: _____

Responsibilities: _____

Date (from – to) _____ Company Name: _____

Position Title Held: _____

Responsibilities: _____

Date (from – to) _____ Company Name: _____

Position Title Held: _____

Responsibilities: _____

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ADDITIONAL INFORMATION:

**What type of work are you looking for NOW and in what industry?
(e.g. Merchandising / Customer Service /I.T.?)**

What date do you need the completed resume returned to you?

PROFESSIONAL REFEREES: (most employers will only do a reference check just prior to a job offer)

1. Mr/Ms.

Position title

Company Name

Suburb Only:

Tel: (03) /mobile:

2. Mr/Ms.

Position title

Company Name

Suburb Only:

Tel: (03) /mobile:

FURTHER COMMENTS:
