

# 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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Date (from – to) \_\_\_\_\_ Company Name (& Suburb Only): \_\_\_\_\_

Position Title Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date (from – to) \_\_\_\_\_ Company Name (& Suburb Only): \_\_\_\_\_

Position Title Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date (from – to) \_\_\_\_\_ Company Name (& Suburb Only): \_\_\_\_\_

Position Title Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date (from – to) \_\_\_\_\_ Company Name (& Suburb Only): \_\_\_\_\_

Position Title Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY (cont'd):**

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Date (from – to) \_\_\_\_\_ Company Name (& Suburb Only): \_\_\_\_\_

Position Title Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Date (from – to) \_\_\_\_\_ Company Name (& Suburb Only): \_\_\_\_\_

Position Title Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Date (from – to) \_\_\_\_\_ Company Name (& Suburb Only): \_\_\_\_\_

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.?)**

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

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**PROFESSIONAL REFEREES: (most employers will only do a reference check just prior to a job offer) – (if we cannot list professional, please list two personal referees/character referees)**

1. Mr/Ms. \_\_\_\_\_

Position title \_\_\_\_\_

Company Name \_\_\_\_\_

Suburb Only: \_\_\_\_\_

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Tel: (03) \_\_\_\_\_ /mobile: \_\_\_\_\_

2. Mr/Ms. \_\_\_\_\_

Position title \_\_\_\_\_

Company Name \_\_\_\_\_

Suburb Only: \_\_\_\_\_

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Tel: (03) \_\_\_\_\_ /mobile: \_\_\_\_\_

**FURTHER COMMENTS:**

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