**Resume**

**[Insert Your Name]**

**[Insert your full address]**

**[Insert your contact number]**

**[Insert your email address]**

**Career Objective**

[The career objective defines what you are seeking in your career. It must always be relevant to the position that you are applying for]

Examples:

* Highly motivated Central Institute of Technology graduate/student seeking a challenging entry level position as a [job role] at a dynamic company like [company name].
* To provide a broad range of support functions, ensure compliance with business rules, and provide key customer services at a leading company like [company name]

**Skills & Abilities**

[These must address the prime functions of the job]

* insert skill here
* insert skill here
* insert skill here
* insert skill here
* insert skill here
* insert skill here
* insert skill here
* insert skill here

**Education**

**[Insert date] [Insert qualification title]**

[Insert name of institute/ organisation, location]

Units included – (optional)

**Training**

**[Insert date] [Insert name of course / workshop]**

[Insert name of training organisation, location]

**Employment History**

**[insert date] [insert Employer name, location]**

[insert your position title]

[Responsibilities:]

[insert role 1]

[ insert role 2]

[ insert role 3]

[ insert role 4]

**Work Experience**

Layout as above

**Additional Information**

[\* insert information here]

[\* insert information here]

[\* insert information here]

**Referees**

1. **[insert referee name]**

[insert position title]

[insert business/organisation name]

[insert contact phone number]

[insert email address]

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[insert position title]

[insert business/organisation name]

[insert contact phone number]

[insert email address]