

Resume Template



Full Name

Email | Contact number | LinkedIn Profile

Note: A photo is not required.

Avoid any bias based on appearance, race, age, or gender. Images may also prevent [Applicant Tracking Systems \(ATS\)](#) from reading your application.

Key Skills

- Skill #1
- Skill #2
- Skill #3
- Skill #4
- Skill #5
- Skill #6
- Skill #7
- Skill #8

Education

Course or qualification

Institution

Year Graduated

Course or qualification

Institution

Year Graduated

Technical Skills / Certifications

- Tech Skill / Cert #1
- Tech Skill / Cert #2
- Tech Skill / Cert #3
- Tech Skill / Cert #4

Summary

This is your sell. Highlight your qualifications, experience and strengths in a brief and compelling paragraph.

"As a results-driven professional, I have developed proficiencies in problem solving, system support, and delivering seamless user experiences within various roles including [key roles]. Recognised for rapid learning and clear communication, effectively improving efficiency through smart, reliable technical solutions."

Career History

Role Title | MM/YYYY – MM/YYYY

Company Name Brief company overview (if applicable)

Role Overview

Key Responsibilities

- List responsibilities

Achievements

- List achievements

Note: Tailor your resume to the role.

Your listed responsibilities and achievements should be relevant to the specific role you are applying for and align with your summary.

Interests / Activities / Volunteering

Highlighting involvement with clubs, team sports or interest groups shows personality and commitment and can demonstrate your enthusiasm and aptitude for teamwork and leadership. Volunteer work shows initiative, reliability and community spirit.

References

Available upon request

Note: Don't include contact details.

'Available on request' keeps details private, and gives you the opportunity to brief them prior to a reference check. [How to ask for a work reference.](#)