

## CURRICULUM VITAE

NAME FIRST NAME AND SURNAME

NATIONALITY e.g. Australian

VISA DETAILS Working Holiday (Start Date - End Date)

RESIDES Street Number, Street Name, Town / City, Post Code, Country

TELEPHONE NUMBER Home / Work / Mobile Numbers

E-MAIL ADDRESS test@test.com

EDUCATION University Name, Town, Country  
Degree and Grade Obtained  
  
Name of School, Town, Country  
Subjects obtained and Grades

PROFESSIONAL QUALIFICATIONS e.g CIMA, ACA

LANGUAGES Language - Level e.g French - mother tongue

INTERESTS *Listing your interests is important, but do not generalise. For example, instead of simply saying 'football', you could expand and say that you have played for a local club for the last four years and are now publicity officer for the committee*

SYSTEMS EXPERIENCE Microsoft Word, Microsoft Excel

CAREER HISTORY *Begin with most recent*

Date From - Date To Company Name  
*Include a brief outline of the company and its activities*  
  
Job Title  
Responsibilities Include:  
- List in bullet form - easier to read and highlights your career exactly.

**ROBERT WALTERS**

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## CURRICULUM VITAE

- Keep it concise and to the point
- Include any projects you have been involved with.

Date From - Date To

Company Name

*Include a brief outline of the company and its activities*

Job Title

Responsibilities Include:

- In bullet point form.

Date From - Date To

Company Name

*Include a brief outline of the company and its activities*

Job Title

Responsibilities Include:

- In bullet point form.

Referees

Name

Name

Address

Address

Tel No:

Tel No:

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