

RESUME TEMPLATE...

YOUR NAME

Location

Contact Number

Email

Career Goal

Business specific if you are going to add this – not really needed if you have a cover letter

Education

Certificate/year completed

Certificates & Licences

Car licence (if applicable) etc

Employment History – have your most recent work at the top and work your way back

Date: month year – month year

Employer: Name of the employer

Position: Position held

Skills & Attributes

Interest and Hobbies

Referees - Should have at least 2 business references or a business and character reference

Name

Position/Business

Phone