**Name (To edit this document please download and save)**

0499 999 999 email@email.com Linkedin.com/in/name/

This template has been created to assist you with crafting your resume with the guidance of your Coach. Please use the headings as a guide only.

**FRONT PAGE**

Only include what is most important for the role you are targeting on the front page, your Coach can help with this.

**CAREER PROFILE**

(Use Career Profile resource on the [JA Portal](https://www.ct.hudson.com/skillup) to summarise your area of expertise, experience, most marketable / relevant skills, and unique offering. Consider this as your elevator pitch or value proposition see example below.)

**CORE SKILLS**

(Only include Functions or Competencies (not character traits) – be guided by what the job advert asks for)

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**OR**

**KEY CAPABILITIES**

(Include this section if you wish to provide more context to your skills/ experience in place of the list above. Although you may have mentioned tasks in your Career Profile already, remember repetition in context is important for the ATS)

**SYSTEMS AND APPLICATIONS**

(ONLY IF RELEVANT FOR ROLE - Include as many of the systems and applications you have worked with)

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**ACADEMIC QUALIFICATIONS**

(Include your relevant degrees, certificates and professional development courses)

**Course Institute Year Completed**

**CAREER SUMMARY**

(You can go back as far as you feel is relevant and tells the story you want to about your career)

**Role Organisation Duration of Employment**

Role Title Organisation Yr - Yr

Role Title Organisation Yr - Yr

Role Title Organisation Yr - Yr

**SECOND PAGE**

This is where we dive into the detail of your work experience in a reverse chronological order. Try to leave no gaps and explain those that exist e.g. Career Break, Study Break, Maternity or Paternity Leave. Follow this format to cover the last 10 years in detail. For positions prior to the last 10 years, write a brief summary of purpose and scope of role only.

**EMPLOYMENT HISTORY**

**Role Name of organisation Month Year – Month Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry. See below as an example)

(Include a brief summary about the purpose and scope of your role. Make sure mention your job title. See below as example)

Responsibilities

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to create a tactical list of your responsibilities using active, dynamic verbs to provide context and position you at the right level. See example below)



Achievements

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to build Achievement Statements that provide context, are measurable, specific and include the action and result achieved. See example below)



**\*If you have had many roles within the same company it may be more suitable to use the format below instead\***

**Name of organisation**  (Total years in company) **Year –Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry.

**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**LAST PAGE**

Consider this where you list the information that wasn’t important enough or specific enough to the role to put on the first page but that you don’t want to emit e.g. Internal training or professional development if the list is quite long

This could also be where you include headings for **Volunteer experience**, **Professional Memberships,** and any **Professional Development**.

**REFEREES**

(Watch our brief References Video on the [JA Portal](https://www.ct.hudson.com/) for a quick guide on best practice but if you are specifically requested to include them you can list as provided below)

Referees are available upon request

**OR**

Referee Name Title / Position Company Employed In