**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.)

A skilled and physically fit Storeman and Warehouse Operator with extensive experience in safely operating a wide range of machinery across multiple industries. My flexible, energetic and helpful nature have enabled me to develop new skills quickly adapting to various work environments and utilising my troubleshooting skills and plant operation knowledge to improve efficiencies. I have over 5 years of experience in high risk license operations un-loading and re-loading trucks effectively and safely in required time frames.

My effective communication and collaboration skills have allowed me to build strong relationships within my teams, inspiring and knowledge sharing to role model a strong work ethic. With over 18 years of experience in Plant Operations and plant maintenance I am adept in logging safety checks and test results for meticulous record keeping and preventative maintenance.

**CORE SKILLS**

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

Picking and Packing Forklift Driving Dispatching Orders

Customer Support Excavator Handling Stock Management

**LICENCES AND CERTIFICATES**

(Include all of the Tickets & Licences you have)

Forklift Operator Vehicle Loading Crane over 10 tonne

Non Slew Crane 20 tonne Mobile Slew Crane

LR & MR Skidsteer

Excavator Dozer

**CAREER SUMMARY**

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

**Role Name of Organisation Employment Duration**

Storeman and Dispatcher Company Year - Year

Warehouse Operator Company Year - Year

Storeman Company Year - Year

Forklift Operator Company Year – Year

**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)

\_\_\_\_\_\_\_\_\_\_ is the global leader in water, hygiene and energy technologies and services that protect people and vital resources for customers around the world with over 49,000 employees globally.

(Include a brief summary about the purpose and scope of your role. Make sure to 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)

* Built pallets for product storage and transportation
* Built fully enclosed storage and shipping suitable for both domestic and export transportation in line with standard requirements
* Picking and packing orders for both domestic and international clients

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)

* Stepped up to relieve Dispatch Supervisor duties during sick and holiday leave periods.

**\*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