**CATRIONA CV SAVIOUR**

MAMC | MAHRI | CARW | CCELPW 1300 08 07 06 | LinkedIn | SydneyNSW2000 | catriona@cvsaviour.com.au

**INSERT ADVERTISED JOB TITLE HERE**

**The key to getting this summary section just right** is in positioning yourself for the jobs you want (not the jobs you have had, unless you want the same job, of course!) The aim is to take the focus off the past, and turn it into what you can do now for an employer. You may wish to include a series of short, sharp branding and introductory statements with definable value propositions, a brief summary of your career highlights, types of employers or clients– whatever is going to help make you stand out from the sea of other applicants vying for the same jobs as you. Where do you add value that other candidates may not? You may want to include detail about your budget responsibility and the maximum number of people who have reported into you. The reader can then immediately get a sense of the breadth of experience, your progression to date and how you fit into their company.

KEY SKILLS/ KEY AREAS OF KNOWLEDGE & UNDERSTANDING

Most Important Hard Skill Here Another Hard Skill Another Hard Skill

**You Might Want To Bold A Hard Skill** **So That It Stands Out** Another Hard Skill

Another Hard Skill Another Hard Skill Another Hard Skill

Another Hard Skill Another Hard Skill Least Important Hard Skill Here

CAREER HIGHLIGHTS

* **See CV Saviour’s achievements formula** at www.cvsaviour.com.au > Free Resume Help > How To Write Achievements and detail your most significant achievements in this section.
* **A simple formula** to use is: Achieved [X] as measured by [Y] by doing [Z]. Start with an active verb, numerically measure what you accomplished, provide a baseline for comparison, and detail what you did to achieve your goal.
* **Grab your copy** of CV Saviour’s Active Verb list at www.cvsaviour.com.au > Free Resume Help > Free Action Verb List.
* **Achievements in this section** can be from any time in your career, but do make sure you reference the employer name and/or your job title in each example so as to give the reader some context.
* Please note that British English Spelling for Australian has been used on this template and the document is A4 international size to suit the Australian job market.
* **Include** another example here.
* **Include** another example here.
* **Include** another example here.

*“A great way to get a recruiter’s attention is to provide some social proof that you are who you say you are, or that you can do what you say you have done. There is no better way to do this than to have someone else endorse you! If you have a reference or testimonial from a client or past employer or an excerpt from a recent performance review, this is a great place to use it.”*

**Your Referee, Their Job Title, The Organisation Name**

Page 1 of 3

**CATRIONA CV SAVIOUR**

1300 08 07 06 | LinkedIn | Sydney NSW 2000 | catriona@cvsaviour.com.au

EMPLOYMENT HISTORY

**JOB TITLE** Month 201X - Present

Employer Name, Location

*About: Brief details (1-2 lines) about the employer here, your responsibilities, what you were accountable for, who you report to etc. Budget: [$XK]. Reports: [# of people who report to you].*

* See the achievements formula and detail additional achievements in this section if you have more to add. If you have none, delete the bullet point section and leave the accountabilities in the brief sentence form above (not bullet points) and let the achievements on the front page ‘do the talking’.
* Another highlight.
* Another highlight.

**JOB TITLE** Month Year–Month Year

Employer Name, Location

*About: Brief details here.*

* Another highlight.
* Another highlight.
* Another highlight.

**JOB TITLE** Month Year–Month Year

Employer Name, Location

*About: Brief details here.*

* Another highlight.
* Another highlight.
* Another highlight.

**JOB TITLE** Month Year–Month Year

Employer Name, Location

*About: Brief details here.*

* Another highlight.
* Another highlight.
* Another highlight.

Page 2 of 3

**CATRIONA CV SAVIOUR**

1300 08 07 06 | LinkedIn | Sydney NSW 2000 | catriona@cvsaviour.com.au

QUALIFICATIONS

Spell out your highest qualification (**Short Form Post Nominal**)

Institution Name

List earlier qualifications (**Short Form Post Nominal**)

Institution Name

PROFESSIONAL MEMBERSHIPS

Detail any professional memberships here

PROFESSIONAL DEVELOPMENT

Detail any recent training here

AWARDS & HONOURS

Detail any awards here

TECHNOLOGY SKILLS

List your industry specific tech tools here and your level of proficiency

OTHER

Anything else that may help your candidacy for the role on offer eg: language skills / residency status

*“You might want to include another testimonial here.”*

**Your Referee, Their Job Title, The Organisation Name**

Page 3 of 3