|  |
| --- |
| First Name last nameAddress · PhoneEmail |
| professional summaryTo replace this text with your own, click on it and start typing. This is a short paragraph outlining your experience, achievements, area of specialty, industry training, point of difference and the like. It should be an ‘elevator pitch’ that tells the reader more about who you are, in the context of this role, in no more than a third of the page. |

# work history

|  |
| --- |
| Dates From – ToJob Title, CompanyDescribe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |
| Dates From – ToJob Title, COMPANYDescribe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |
|  |
| Dates From – ToJob Title, COmpanyDescribe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |

# career achievements

Briefly describe three career achievements that demonstrate your suitability for this position. Please make sure explain what the achievement is and why it’s relevant to the Administrative Assistant role.

* This is a short paragraph outlining your achievements relevant to the role.
* This is a short paragraph outlining your achievements relevant to the role.
* This is a short paragraph outlining your achievements relevant to the role.

# qualifications

A maximum of three qualifications can be provided.

|  |
| --- |
| Month YearQUALIFICATION TITLEA short description of the qualification and, what it enables you to teach (if it’s not clear from the title).Month YearQUALIFICATION TITLEA short description of the qualification and, what it enables you to teach (if it’s not clear from the title). |
| Month YearQUALIFICATION TITLEA short description of the qualification and, what it enables you to teach (if it’s not clear from the title). |

# professional learning

# (if appropriate)

* Month Year · Course Title
* Month Year · Course Title
* Month Year · Course Title
* Month Year · Course Title
* Month Year · Course Title

# referees

In this section you will need to provide the contact details of two referees that are able to comment in the context of this position. Ideally, these should be line managers, or people you have reported to.

## **name**

Job Title

Phone

Email

## **name**

Job Title

Phone

Email