

RESUME DATA COLLECTION FORM

Personal Details

Name			
Address			
Telephone Numbers (Home)			
(Mobile)			
Email Address			
Drivers' Licence		Class	
URL to your LinkedIn Profile			
<i>Optional</i> Interests			

Current Employment

You will add your employment history in the next section

Dates of Employment	
Employer Name	
Description of Company <i>(optional)</i>	
Position Title	
Description of Duties <i>What were the key responsibilities and tasks you undertook?</i>	
Achievements <i>Include successful projects, improvements made to business operators, sales goals reached, cost cutting etc.</i>	

Career History

Hints

- Career History is listed in order of the most recent to the oldest
- Work experience or work placement can also be included in this section
- As a general rule, the past 10 years' experience is the most relevant

Dates of Employment	
Employer Name	
Description of Company <i>(optional)</i>	
Position Title	
Description of Duties <i>What were the key responsibilities and tasks you undertook?</i>	
Significant Achievements <i>Include successful projects, improvements made to business operations, sales goals reached, etc.</i>	

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Education and Qualifications

Hints

- Include any courses and internal training seminars in addition to formal qualifications
- Include secondary education, safety training, first aid training
- You will enter licences or tickets in the next section

Year course completed	
Course / Qualification Name	
Institution	

Year course completed	
Course / Qualification Name	
Institution	

Year course completed	
Course / Qualification Name	
Institution	

Year course completed	
Course / Qualification Name	
Institution	

Year course completed	
Course / Qualification Name	
Institution	

Other Licences / Tickets

Licences	
Tickets	



Community Engagement / Memberships

Hints

- Professional memberships, committee positions, sporting or school clubs

Dates of Involvement (Year)	
Organisation	
Position Title	

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Organisation	
Position Title	

Dates of Involvement (Year)	
Organisation	
Position Title	

Dates of Involvement (Year)	
Organisation	
Position Title	

Awards or Recognition

Hints

- Sales achievements, military commendations, significant awards

Date	
Organisation	
Award	

Date	
Organisation	
Award	

Date	
Organisation	
Award	

Skills and Abilities

Hints

- List skills and abilities that would relate to the positions you are seeking, e.g. management supervision, trade skills, computer skills etc
- Think about how others would describe you

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Computer Skills

Describe how well you can use a computer and keyboard e.g. advanced, proficient, basic	
List software used and skill level e.g. advanced, intermediate, basic	
Typing speed (if you know it)	



Referees

Hints

- *Include your recent past and/or current supervisors if possible*
- *Ensure your referees are aware they will be listed on your resume, and discuss with them the points you would like them to make of they are contacted by the potential employer*
- *If you are a business owner, some options include your accountant or long-standing clients*

Name	
Job Title	
Company	
Address	
Mobile	
Phone	
Email	

Name	
Job Title	
Company	
Address	
Mobile	
Phone	
Email	

Name	
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Company	
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Email	

Any Other Information?

Any other information you feel is relevant to include in your resume, or if you did not have room above - include this here