Your Name

**Your Professional Title (i.e. Digital Marketing Expert, UX/UI Specialist etc.)**

Your Phone Number

Your Email

Hyperlink to your LinkedIn Profile (optional)

Hyperlink to your portfolio (if applicable)

Visa Status (if applicable)

2-3 sentence professional summary: First sentence should highlight your key professional strengths (be specific - if you are a designer, talk about your approach to designing and if your specialise in anything i.e. animation). Second sentence should address what you are looking for in a role.

**AGENCY NAME** (location) **Start Month/Year - End Month/Year** **Your Job Title**

A short summary (1-2 sentences) of what you did in the role and what the company does (i.e. Account Manager and marketing consultant in a startup agency specialising in consumer tech). If you won any awards or had an impressive career highlight include a sentence about this too. If applicable, the size of the budgets/audiences you worked with should also be listed.

**Role Responsibilities/Skills**

* Scrum master
* Social media content creation (Adobe Suite)
* Brand identity development
* Project management

**Clients/Industries Worked in**

* Finance (CBA, ANZ)
* Travel and tourism (Flight Centre)
* Consumer tech (Quip, Panasonic, Sony)
* Alcohol (CBA, Lion)

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**Reason for leaving:** This should be a short sentence or two which you can elaborate on if asked about in an interview

**AGENCY NAME** (location) **Start Month/Year - End Month/Year** **Your Job Title**

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**AGENCY NAME** (location) **Start Month/Year - End Month/Year** **Your Job Title**

**Reason for leaving:**

**Education**

**Title of your degree/certification**

**University/ Institution**

**Year started/year finished**

**Title of your degree/certification**

**University /Institution**

**Year started/year finished**

**References**

**Name**

**Title & Company**

**Their professional relationship to you (i.e. Manager)**

**Contact phone number**

**Contact email**

**Name**

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