



RÉSUMÉ QUESTIONNAIRE

EMAIL completed form to info@1300resume.com
or FAX completed form to 1800 737 863

PERSONAL DETAILS

Name: _____

Address: _____

Home Tel: _____

Mobile Tel: _____

Email: _____

CAREER OBJECTIVE

(Describe the type of employment you are seeking - this may be a specific position such as "Financial Advisor" or simply an industry in general i.e. "finance/banking")



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CAREER ACHIEVEMENTS & AWARDS

Please list details any relevant awards or achievements obtained e.g. "Salesperson of the Month" to which you received a certificate/bonus or informal achievements e.g. "increased sales by 30% in my first year, set-up and installed new computer system, successfully trained new staff, promoted from Sales Representative to Area Manager within 6 month period" etc ... Detail the date/year of your achievement and employer if applicable.

SKILLS & ABILITIES

Describe the transferable skills you possess that could be utilised in future employment i.e. advanced computer skills with experience using MS Office 2000, food handling and presentation, general and operations management including supervision of 120+ personnel at all levels etc



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EMPLOYMENT HISTORY

Company/Employer: _____

Position: _____

Start & Finish Date _____ Month _____ Year to _____ Month _____ Year

Duties:

Company/Employer: _____

Position: _____

Start & Finish Date _____ Month _____ Year to _____ Month _____ Year

Duties:



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Duties:

Company/Employer: _____

Position: _____

Start & Finish Date _____ Month _____ Year to _____ Month _____ Year

Duties:



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Company/Employer: _____

Position: _____

Start & Finish Date _____ Month _____ Year to _____ Month _____ Year

Duties:



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EDUCATION DETAILS

Course/Certificate: _____

School or College: _____

Start & Finish Dates: _____ Month _____ Year to _____ Month _____ Year

Course/Certificate: _____

School or College: _____

Start & Finish Dates: _____ Month _____ Year to _____ Month _____ Year

Course/Certificate: _____

School or College: _____

Start & Finish Dates: _____ Month _____ Year to _____ Month _____ Year

Course/Certificate: _____

School or College: _____

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PROFESSIONAL MEMBERSHIPS & ASSOCIATIONS

INTERESTS & HOBBIES

COMPUTER SKILLS (EG. WORD, EXCEL, INTERNET, EMAIL ETC)



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PROFESSIONAL REFEREES

Name: _____
Position/Title: _____
Employer: _____
Address: _____
Work Telephone: _____
Mobile: _____

Name: _____
Position/Title: _____
Employer: _____
Address: _____
Work Telephone: _____
Mobile: _____

Name: _____
Position/Title: _____
Employer: _____
Address: _____
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Mobile: _____

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