

CURRICULUM VITAE LETTER

Applicant Contact Details:

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Position Applying For:

Career Objective:

To obtain a position that utilizes my skills, knowledge, and experience, allowing me to contribute effectively to the organisation's objectives while fostering my own professional growth.

Education:

Degree/Diploma/Certificate: _____

Institution: _____

Year Completed: _____

Additional Training: _____

Professional Experience:

Please list your relevant employment history, starting with the most recent position. For each role, include the job title, employer, duration, and key responsibilities or achievements.

Position 1 Title: _____

Employer: _____

Duration: _____

Key Responsibilities / Achievements:

Position 2 Title: _____

Employer: _____

Duration: _____

Key Responsibilities / Achievements:

List your key skills, certifications, licences, and other qualifications relevant to the position applied for (e.g., First Aid Certificate, Driver's Licence, software proficiency).

Referees:

Please provide at least two referees who can attest to your character and work history. Include full name, relationship, and contact details.

Referee 1 Name: _____
Relationship: _____
Phone / Email: _____

Referee 2 Name: _____
Relationship: _____
Phone / Email: _____

Declaration:

I hereby declare that the information provided in this Curriculum Vitae is true, complete, and correct to the best of my knowledge. I understand that providing false or misleading information may lead to disqualification or termination of employment. I consent to the collection, use, and disclosure of my personal information in accordance with applicable Australian privacy laws for the purposes of recruitment and employment.

Applicant's Signature

Date

Signature: _____

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