**CONFIDENTIAL RESUME**

**Name**

Address [include suburb as a minimum]

Phone [mobile]

Email

**Professional Overview / Career Objective**

[Provide a *summary of your career emphasising functional experience, industry background and professional expertise. Make it concise and to the point, no more than two or three sentences.*]

**Core Competencies / Key Skills**

[Bullet point that highlight key skills and competencies]

* E.g. Conflict management
* E.g. Continuous improvement
* E.g. Building high performance teams

**Core Competencies / Key Skills**

[List most recent/highest first]

Tertiary Institution **Qualification** (Major) Date

Tertiary Institution **Qualification** (Major) Date

Secondary School **Qualification** Date

**Additional Commitments / Professional Affiliations**

e.g. AICD, ILSCM, CEO Institute

**Employment Summary**

[An overview of your employment history, starting with your current employer / role.]

Date **Company** [*current employer*] Position [*current role*]

Date **Company** [*previous employer 1*] Position

Date **Company** [*previous employer 2*] Position

[Continue your summary, working back to where is appropriate and helpful]

**Employment History**

[Further detail of your experience as summarised above. Again, start with current employer/role and work backwards as far as is appropriate and helpful.]

Date **Company** [*current employer*] Position [*current role*]

[Company overview that provides reader an insight into industry, business model and ownership. Provide dimensions e.g. annual sales turnover, number of employees, locations etc]

**Responsibilities**

[List bullet points that highlight scope of role, deliverables, KPIs, etc.]

* E.g. Managing four direct reports and a total team of 28
* E.g. Member of executive management committee
* E.g. Accountable for IFOT delivery of product from four distribution centres

**Key Achievements**

[List bullet points of quantifiable achievements]

* E.g. Implemented state-of-the-art warehouse and logistics system which reduced headcount by 8 and achieved a 23% productivity improvement whilst maintaining customer satisfaction rating of 98%.
* E.g. Reviewed transport and delivery model, opting for outsourced partnership that has delivered year on year savings of $375,000

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Date **Company** [*previous employer 1*] Position [*previous role*]

[Company overview that provides reader an insight into industry, business model and ownership. Provide dimensions e.g. annual sales turnover, number of employees, locations etc]

**Responsibilities**

[List bullet points that highlight scope of role, deliverables, KPIs, etc.]

**Key Achievements**

[List bullet points of quantifiable achievements]

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Date **Company** [*previous employer 2*] Position [*previous role*]

**Responsibilities**

**Key Achievements**

**Additional Commitments**

[List any Board roles, Industry representations, pro bono work, etc.]

* E.g. Director – Not for Profit
* E.g. Committee Member – ILSCM
* E.g. P/T Lecturer in Logistics Management RMIT

**Interests**

[List your hobbies, interests and community work]

* E.g. Triathlons, Art House Cinema, Australian Wine
* E.g. Coach Williamstown Under 10 Football Team
* E.g. Secretary - Body Corporate Committee