0415 387 945

johnparker@pmail.com

Suburb, State, Postcode

**JOHN PARKER**

**Personal Statement**

Briefly describe your skills and experience relevant to the position you are applying for. Ensure you read the position description and list and experience you have gained in previous employment that is relevant. Ensure that you make a case that with the qualifications, skills and experience that you possess would make you an ideal candidate for the position.

**Professional Skills**

*List relevant skills here*

* Excellent communication skills
* Punctual
* Meeting Support
* Process implementation

**Educational Qualifications**

2015 – Bachelor of Business Degree

University of Queensland

*List more in this format*

**Employment History**

August 2018 – January 2020

Administration Manager at Big Office Place

* *List responsibilities/achievements here*

*List more in this format*

**Training**

*List relevant training here*

* MYOB
* Microsoft Office Suite

*List more in this format*

**Volunteer Activities**

*List any volunteer activities relevant to the job you are applying for.*

**Referee’s**

Mr Fred Clark

Manager

The Local Retail Group

0481256987

fredclark@pmail.com

*List others in this format.*