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| --- | --- |
| **Your Name** | |
| **Date of Birth** |  |
| **Address:** |  |
| **Email:** |  |
| **Contact Number:** |  |

**Qualifications:**

**Degree (year)**

Institution (e.g. Deakin University)

**Victorian Certificate of Education (year)**

Institution (School)

**Any other relevant qualifications (year)**

Institution

**Previous Placement Experience:**

In this section you should put your most recent placement at the beginning and your first placement last.

**Institution (date)**

Give a brief description of the organisation, the hours (full-time, part-time) you were there and the length of time you were there (2 weeks, 8 weeks etc.)

Experience/Skills Developed

* Dot point the types of people you were working with
* What did you do at this placement?
* Explain things that will be relevant to your qualifications and the job you are seeking
* List any assessments you used throughout your time there, for example:
  + COGNISTAT
  + Initial assessment

**Institution (date)**

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**Memberships:**

In this section you should include any relevant memberships that could be useful for the job you are seeking. Example:

**Occupational Therapy Australia (year)**

New graduate member

**Employment History:**

**Name of employer (years of employment)**

Your role

Responsibilities

* What did you do at your place of employment that could be relevant to your job search?
* What aspects of this job are important to the person you are today? How does this tie into your job search?

**Personal Attributes:**

* What is it about you that could make you a greater choice over the other candidates?
* When a potential employer reads this, they are reading into the areas of you that you don’t learn in university, they are looking at you over your degree so you should make it personal and powerful
* It’s also a good idea to put your driving status in here. Let your potential employer know whether you drive or not

**Volunteer History:**

If you do any volunteer work, let them know! It can set you apart from others and looks really amazing on your resume!

**Institution (year)**

Description of volunteering

Responsibilities

* What did you do here?
* What DO you do here?
* Why is this important or relevant to your future?

**References:**

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| --- | --- |
| **Name**  Position  Institution  Address  Phone:  Email: | **Name**  Position  Institution  Address  Phone:  Email: |
|  |  |