**Current Role/Required Role**

**Name**

Postal address

Contact Phone Numbers

Email

 (if applicable)

**CEO | CFO| Global Experience**

What are the best title that reflects your experience?

The points you enter here should reflect your key areas of strength and achievements over the past 10 years. Below are Examples

* Experience Executive:
* Global/Domestic Expertise:
* Strategy Development & Execution:
* Team Management & Leadership:

**KEY SKILLS**

These should reflect the above and limit to c10. Below are examples

* Strategy Planning & Execution
* Mergers, Acquisitions (corporate activity)
* Leadership & Team Management
* Negotiation & Contract Development
* Stakeholder Liaison
* Organisational Change Management
* Financial Management & Forecasting

**QUALIFICATIONS & MEMBERSHIPS**

* **Major** - University.
* **Professional Qualifications**
* **e.g ACA** – Australia Institute of Chartered Accountant

**KEY APPOINTMENTS**

**JobTitle**

Period of employment

Company name

Company website

**Organisation and Background**

This is the structured summary outlining the organisation and background – not compulsory

**Current Duties and Responsibilities**

Similar to the summarised dot points above, you can also summarise in sentences and tie in with both your organisation summary and achievements.

**Achievements**

As above.

**CAREER SUMMARY**

|  |  |  |
| --- | --- | --- |
| Date Inclusion | Position | Company |
| Date Inclusion | Position | Company |
| Date Inclusion | Position | Company |

**REFEREES**

Again this is not compulsory on your resume.