

[Your Name]

[Target job title]

[Suburb], [State] · [Phone] · [Email] · [LinkedIn or website URL]

CAREER SUMMARY

Operations coordinator with seven years' experience in logistics and customer service across metropolitan and regional sites. Skilled in rostering, supplier liaison and process improvement, most recently leading a stock-control change that reduced picking errors and overtime. Known for clear communication with drivers, warehouse staff and clients alike. Australian citizen seeking a full-time role in Brisbane or the Gold Coast.

Example text — rewrite it for your own role and results.

KEY SKILLS

[Skill] · [Skill] · [Skill] · [Tool or software] · [Tool or software] · [Method]

EMPLOYMENT HISTORY

[Job title] — [Company name], [City]

[Month Year] – Present

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

[Job title] — [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

EDUCATION AND QUALIFICATIONS

[Degree or qualification] — [University or institution], [City]

[Month Year] · [Grade or classification, if strong]

LICENCES AND CERTIFICATIONS

- [Certification or licence], [Issuing body], [Number or date if relevant]
- [Certification or training], [Issuing body]

VOLUNTEER WORK (OPTIONAL)

- [Project or role] — [one line on what you did and the outcome]
- [Project or role] — [one line on what you did and the outcome]

REFEREES

[Referee name], [Job title], [Organisation] — [Phone] · [Email]

[Referee name], [Job title], [Organisation] — [Phone] · [Email]