

A full address is no longer required. Suburb level information is recommended as it makes you more searchable for local roles

Unprofessional email address

Missing contact number

Only include education that's relevant to the role

Doesn't list formal name of certificate or where it was obtained

Inconsistent formatting

Not highlighting most recent and relevant role first

Doesn't explain role or talk to any achievements

Incorrect spelling and grammar

If including your interests, choose activities that relate to the role and illustrate your passion

If you choose to include your references, they need to be defined by their title and organisation they work for

Sarah Johns

124 Berry Street Bondi Sydney  
sarahrules@hotmail.com

...

Education  
1992 - 1997 Windsor Primary School  
1998 - 2003 Burley South Secondary  
Certificate in Business Admin

### WORK HISTORY

2006 - 2009 - Receptionist at Real Estate Agent

Responsibilities  
Answering phones  
Assisting staff  
Doing banking

2010 - current: Administrative assistant at Westing Finance  
This was my 1st role with a finance company and I worked with the team to to prepare schedules and cheque payments from there members. Looked after some reporting to.

### Interests

I enjoy playing online games such as EVE, minecraft and Clash of the Clans.  
I also like Playstation and Xbox games.

### References:

Elizabeth Roland: 0422 222 222  
Rajesh Pastel: 0411 111 111