

# Name

## PERSONAL AND CONTACT DETAILS

### Address

<Street number> <Street>

<Suburb> <State> <Postcode>

### Telephone

**Home:** <Number>

**Work:** <Number>

**Mobile:** <Number>

**Email:** <Email address>

**Eligibility to work in Australia:** Australian permanent resident or state visa type/status

## CAREER OVERVIEW

*[Brief summary of career and key areas of expertise]*

I am currently the [job title] at [organization], a role that I have held for [x] years.

As [current role], I do [summarise responsibility in one/two sentence].

Before joining [current organization/or current role], I spent [x] years [establishing, building, developing x, y, z – two/three sentences].

Prior to that, I [established/built/developed x, y, z, two/three sentences].

My key skills and expertise include:

*Mention key areas within the discipline nominated with a brief sentence or two as to why they are key attributes/skills*

## EDUCATION & TRAINING

*[Qualifications in order of relevance]*

**Bachelor of [name of degree] | [year – year]**

University name

**Master of [name of degree] | [year – year]**

University name

**Graduate Certificate of [name of qualification] | [year – year]**

University name

## Current studies

**Bachelor of [name of degree] | [Year expected completion]**

University name

## Other Qualifications and training

*[List other qualifications and training relevant to the discipline/Areas of competency in which you are seeking accreditation]*

*E.g.*

2014	OH&S white card Induction certificate   [name of institution]
2013	SIDRA traffic modeling   [name of institution]
2012	Power system fault calculations   [name of institution]
2008	Applied Project Management   [name of institution]

## Computer skills

*[Mention Proficiency in any software packages/IT systems, etc]*

*E.g.*

- Good expertise in Microsoft office products including Word, Excel and PowerPoint Proficient in AutoCAD
- Initial training and limited experience in Primavera P6

## EXPERIENCE

*[The assessor will be seeking to identify whether you have knowledge of the law, codes and standards, you can identify, assess and manage risks, you know and can apply engineering principles, you can analyze problems and develop safe and sustainable solutions, you can work with others and can make sound decisions. The assessor will also need to verify your claimed experience].*

**Position title | [Start month year – present (number of years)] Organization name**

*[Brief one or two sentence description of the organization and what it does]*

*[Provide description of your role]*

*[List the responsibilities, tasks undertaken, standards/codes used, problems addressed, software packages used, nature of dealings with authorities, contractors, clients, suppliers, expertise developed etc]*

*[Describe how you applied engineering competencies in the role]*

*[List Key achievements/examples of your work]*

*[State name, contact details of person who can verify aspects of your experience]*

*[Repeat for employment history.]*

*[For positions more than 10 years ago, a brief description is required focusing on those aspects that demonstrate how you have gained and applied knowledge of engineering principles and practices]*

## PROFESSIONAL MEMBERSHIPS

*[List organizations of which you are a current member]*

E.g.

- Professionals Australia
- Engineers Australia {Committee member of Civil Infrastructure Committee}
- Institute of Public Works Engineering Australasia
- Australian Institute of Project Management

## REFEREES

### **Name of referee | Title, organization**

[Name of referee] is the [title] and worked with [applicant name, e.g. Michael] for [number] years.

*State employment relationship: e.g. direct supervisor, peer in a different department, team colleague, etc*

Telephone/Mobile: <Contact number>

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