**[Your Name]**

[Street Address] | [City, ST Postcode Code] | [phone] | [email] | [DOB]

Objective

[This is where you customize your application for the specific role and company stating your interest in the position]

Education/Training

* [School Name, City, State]
* [Trade/Degree] | [Date of Completion]
* [Add licences or training here – eg. High Risk Licence]
* [Add as many points as needed for all skills or licences held]

Inductions

* [Add any Mine Site inductions you may hold and the year you completed them. Also include Coal Board Medical if you hold one] – if you do not hold any, delete this section.

Experience

[Most recent first - Dates From] – [To]

[Job Title] | [Company Name] | [Location]

* [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]
* [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

[Dates From] – [To]

[Job Title] | [Company Name] | [Location]

* [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]
* [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

References

* [Always ensure you get permission for all references and that they are away they may receive a call. It is important these are work related from recent roles and not personal].