

## Curriculum Vitae Example:

**Name:** Michelle Ivy Clarke  
**Address:** 17 Whitsan Avenue  
Gladstone Qld 4670  
**Phone No:** M: 0421 000 000

### Educational Qualifications:

**1990 – 1991:** Junior Certificate  
**Mt Isa**  
**1992 – 1994:** Senior Certificate  
**Gladstone High School**

### Professional Employment Experience:

**June 2000 - Present:** **SKILLED ENGINEERING**

**Position:** Receptionist / Office Administrator

#### Duties:

- Debtor control
- Invoicing request
- Data entry of candidate details
- Answering switch
- Filing
- Faxing Correspondence
- General office duties
- Reference Checking
- Relief Test Administration
- Banking / petty cash
- Advertising

**Jan 1995 – June 2000:** **HOLDEN RETAIL DEPARTMENT**

**Position:** Personal Assistant

#### Duties:

- Typing Correspondence
- Organised Flights and Accommodation
- Filing and fax Correspondence
- Advertising
- Answering Switchboard
- Organised Interviews
- Client / customer relations
- Office administration

**Hobbies:** Netball, Movies, Music, Walkathons and Fundraising

**Referees will be provided on request.**