**Rank, First Name, Surname**

**If serving current unit and Corps**

Contact details – Include an active email address, phone number with international code and skype details for video calling

**Outline of Career**

Brief outline of service commencing with your most recent working back no more than 15 years’ service. Do not include recruit or basic training.

**Qualifications**

1. List all of your military qualifications
2. Do not use abbreviations
3. Ranges – Types of ranges fixed or manoeuvre, vehicle

**Experience** – List the last 15 years of service, the most recent first and work backwards

Unit

Rank

From dd mmm yy – dd mmm yy

1. What position did you hold ie Pl SGT, CSM, CQMS etc
2. Deployments
3. Courses
4. Any other info

**Deployments**

1. List all of your operational deployments starting. Most recent first

**Overseas Exercises**

1. List all of your overseas exercises. Most recent first

**Representation duties**

1. List any representational duties including your rank, dates, duties and country. Also briefly explain why you were selected above anyone else.

**Performance**

**Annual Reports**

1. How did your CO/OC recommend you in your last 3 reports
   1. 2021 – Highly Suitable for promotion
   2. 2020 – Suitable for promotion
   3. 2019 – Suitable for promotion

**Honours and Awards**

1. List in order your Honours and Awards
2. List any commendations or certificates of Achievements

**Discipline**

1. List any discipline entries and what was the outcome for example loss of pay, sentence, reduction in rank

**General Achievements**

1. High School Education results
2. Degrees
3. Diplomas
4. Certificates
5. Any other information that might assist your selection

**Referees:**



**General guide;**

Be honest, do not exaggerate!.

Font 12, Ariel

This document is a template and a guide, where possible do not adjust this template. Your CV will be used in any future interviews or correspondence.

Delete the explanation and insert your text

Keep this document to 2 pages!