



Sample CV Structure

PERSONAL DETAILS

Name:

Mobile Phone:

After Hours Phone:

Address:

Citizenship / Residency Status:

DOB:

CAREER ASPIRATION: E.g. *John seeks to become an internationally experienced explorationist with a strong & diverse background in a variety of geological environments and a track record of successful discoveries.*

QUALIFICATIONS

List any tertiary, secondary and trade qualifications with dates of completion and the institutions.

e.g.

- BSc (Geology), Macquarie University 1999
 - Majoring in
 - Awarded Chancellor's Scholarship for XXXXXXXX

- MSc (Mineral Economics), CODES 2007
 - Thesis in the XXXXXXXXXX

WORK HISTORY *(descending chronological order; most recent to oldest)*

Including job title, company name, dates of employment and key responsibilities and any major achievements.

e.g.

Senior Exploration Geologist, June 2007 – April 2011



Sample CV Structure

ABC Mining (Australia)

Key responsibilities:

- *Target generation*
- *Planning drilling programs*
- *Data management & QAQC*

Significant achievements:

- *Completed 6000m drilling program*
- *Expanded reserves by 100 000oz*

ADDITIONAL TRAINING

List any industry training, courses, seminars, published papers, etc relevant to your work.

SOFTWARE / IT SKILLS

Listing the software packages you're familiar with and your level of competency (beginner, advanced, etc).

PERSONAL INTERESTS

Feel free to list your main interests to show you're not just all about work!