**FIRST AND LAST NAME**

Location: Launceston, Tasmania | Contact: 0412 345 678 | Email: placeholderemail@email.com.au

**ABOUT**

[provide a short statement about yourself here. Use first person language, and short sentences] I am a passionate and dedicated personal care worker. I have worked in the sector for five years, and in this time, I have… I consistently receive positive feedback from my clients. Aim for around 150 words.

**SKILLS**

[In this section summarise your skills. You can use short sentences or up to 50 key words]. Some examples: Client-focused. Punctual. Qualified. Meal preparation. Home cleaning services. Client care. Personal hygiene management.

**EXPERIENCE**

Personal Care Worker | *Best Home Care, Melbourne*

2017 – 2022

* Responsible for helping clients with practical, everyday tasks, domestic duties including house cleaning, grocery shopping, cooking meals. Providing support to assist in catching public transport, attending appointments. Providing personal care to clients including supporting with personal hygiene.
* Using active listening and communication skills to provide exceptional client support.
* Working as part of the broader Best Home Care team to ensure effective coverage of client support.
* *Achievements: Employee of the Year Award in 2019, awarded for consistently high client satisfaction*

ADD MORE

**EDUCATION AND CERTIFICATIONS**

Tas TAFE, Certificate III in Individual Support (CHC33015) (2016)

St John Ambulance, Tasmania, First Aid Certificate

Australian Drives Licence

**REFERENCES**

Jane Smith, Operations Manager, Best Home Care, Melbourne | 0412 345 678

[Replace any text highlighted in grey, remember to save your document, delete this text]