Disability inclusive CV template

This template will help you draft your CV. You can use this draft to work with an AI tool or another support resource to finalise your CV.

If you are using AI to help you write any section, you can begin with simple dot points. The AI can help you turn the dot points into polished paragraphs.

Instructions

1. Copy and paste the content below into a new Microsoft Word document.
2. Complete the sections highlighted in yellow. These are prompts to guide you in adding your own information.
3. Delete any sections that are not relevant to your experience or the job you are applying for.
4. Use the Styles gallery in Microsoft Word to ensure your headings are accessible. This improves readability and ensures compatibility with assistive technologies. Microsoft has instructions on how to use the Microsoft Word Styles gallery to create headings.

Recommended heading styles
   a. **CV title** (for example, John Smith CV): use **Heading 1**.
   b. **Section titles** (for example, Contact Information): use **Heading 2**.
   c. **Body text**: use the **Normal style**.
   d. **Lists or dot points:** use the **List Paragraph style**.

[full name] CV

Contact information

Name: [xxx]

Phone: [xxx]

Email: [xxx]

LinkedIn or personal website (optional): [xxx]

Personal statement

If you are using AI to help you write this section, you can write dot points. The AI tool will help you turn the dot points into a short paragraph.

[xxx]

Key skills and attributes

- [xxx]
- [xxx]
- [xxx]

Work experience

Company name: [xxx]

Role title: [xxx]

Year you worked at company: [xxx]

Key duties: [xxx]

Company name: [xxx]

Role title: [xxx]

Year you worked at company: [xxx]

Key duties: [xxx]

Education

Course name: [xxx]

School/Vocational Education Training Provider name/University name: [xxx]

Dates: [xxx]

Awards

Award name: [xxx]

Company you received the award from: [xxx]

Year you received the award: [xxx]

References

Referee Name: [xxx]

How do you know the referee (for example: former manager, teacher): [xxx]

Referee email: [xxx]

Referee phone number: [xxx]