

Department of Planning and Environment

Sample CV

NSW Environmental Trust

# Protecting Our Places – Technical reviewer expression of interest

Please use the below as an example of what to include in a CV. You may replace the content of the CV with your own information and remove the dark blue sections, as these are included to guide you on what is required in this section.

## Sample CV

John Smith

John.Smith@email.com.au

Phone Number: 0400 000 000

Address: Dharug Country, Parramatta NSW

#### Personal summary

Within this section, please briefly provide a summary of who you are, where you are from, the connection you have to your community and Country and your key areas of interest and expertise relevant to this application.

Passionate researcher with 19 years of experience in community-run projects. Experienced in running projects from implementation to completion. Project matter expertise in areas of weed management and control, community consultation, rehabilitation projects and cultural burns. A member of the Local Aboriginal Land Council board for 5+ years. Experience in working with local mobs on cultural programs and projects. A key interest in projects on Country, conservation and land management.

#### Work history

Include work history that relates to the Technical Reviewer Role. For example, project governance, budget management, risk assessment, land management, Cultural Fire, community-run projects, threatened species, grants experience and experience working with communities etc.

Sample format can be seen below.

##### {Business Name} Sydney Local Aboriginal Land Council

{Job Title} Projects Administrator

{Timeline} January 2004 – January 2023

{Job Description} My responsibilities within this role were running community projects and working with the community members on the Gadigal land. I preformed risk assessments in addition with managing budgets.

##### NSW National Parks and Wildlife

Park Ranger – Casual

March 2015 – January 2020

Involved in the preservation of national parks, scenic areas, nature reserves and cultural sites.

Ensuring the natural, recreational, wildlife and cultural assets of the natural environment are protected and managed. Supporting visitors in understanding the importance of the environment.

##### {Business Name}

Fire Practitioner

October 2002 – March 2004

Ensuring the design of relevant fire systems. Responsible for undertaking assessments of existing fire safety measures under the Environmental Planning and Assessment Regulation 2000.

#### Education

Include any relevant qualifications you hold

Bachelor of Science – Biodiversity and Conservation

Macquarie University 2002 – 2005

TAFE NSW Conservation and Land Management Certificate 4

Moree TAFE 2012 – 2016

Environment and Heritage Group, Department of Planning and Environment   
Locked Bag 5022, Parramatta NSW 2124; Phone: 1300 361 967 (EHG enquiries);   
Email: info@environment.nsw.gov.au; Website: www.environment.nsw.gov.au   
EHG 2023/0269; August 2023.