

# Resume

## Personal Details

**Make sure you put in your own phone number and email and make sure they are current.**

## Career Goal **Not essential**

## Education and Training

Current year: **do not list subjects you are doing or have done unless they are specific to a job or business.**

## Short Courses / Other Qualifications

**For example, OHS, first aid, learners or P licence**

## Employment History

### Casual Work

**List most current first, followed by any previous**

**Work Experience/Placement** **you probably did some in year 10** or hosp/ bss students

**Employment Related Skills** **these can come from school, things you do at home to help in the house or on the farm, casual job, work experience/placement, interests**

**Communication** **I have good communication skills through working in customer service, asking questions and understanding instructions**

**Team Work** **soccer other sport, where you work now**

**Planning and Organising** **getting to work on time, organising your proper uniform getting assignments in on time.**

**\* Plan activities and carry them through effectively.**

**Technology** **Microsoft prog word, excel, power point, prezi, cash register, take orders, office equipment**

## Special Achievements and Awards

**For example: Representative Soccer, academic place awards, Marian Awards, Volunteering, community service**

## **Hobbies and Interests**

For example:

Soccer

Music

Spending time with family

## **Referees**

At least 2,

Name

Phone Number