**Sample Resume: Electrical Apprenticeship**

**RESUME**

Sandra Sam

58 Sunset Drive

CANNINGTON 6107

Phone Number: (08) 5555 555

Mobile Number: 0418 555 555

# E-mail:**ssam@hotmail.com.au**

## **SKILLS AND KNOWLEDGE**

* Able to read some electrical diagrams
* Able to use a range of hand and power tools
* Able to work independently and within a team
* Able to manage my time and to prioritise my workload
* Able to maintain a clean and safe workshop
* Able to answer customers’ queries in a polite manner

**WORK HISTORY**

**2008 - current**

**Sunset Electrics**

**(Workplace Learning placement-2days per week)**

**Skills achieved to date**

* Maintained work areas according to employer’s requirements
* Applied correct operating procedures as per employer’s and /or manufacturer’s instructions when using hand and power tools
* Applied Occupational Safety and Health practices in all areas
* Applied and/ or sought advice with work undertaken
* Completed work given as an individual and/or worked as member of the team
* Applied effective time management skills
* Maintained appropriate language in the workplace

**2007**

## **Sunrise Electronics (Work experience- 60 hours)**

* Unpacked, priced and displayed stock as required by supervisor
* Helped customers with their purchases
* Followed up warehouse orders
* Arranged customer deliveries
* Assisted staff with stock taking records
* Cleaned and tidied storeroom
* Organised storeroom to new requirements

## **Sunset Senior College (Work Experience-60 hours)**

## Under instruction of College Computer Technician

* Assisted Technician with removal of old computers, printers, screens etc to storeroom
* Disconnected above equipment as directed
* Labelled and packaged components as directed
* Disposed equipment as directed
* Assisted Technician with installation of new computers, printers, screens etc.

## **EDUCATION**

**Sunset Senior College Yr 12**

* English 1C, 1D
* Mathematics 1B, 1C
* Cert 1 TAFE Pre-app Electrical trade
* Cert 11 Information Technology
* Cert 11 Business
* Workplace Learning

**AWARDS**

**Sunset Senior College**

* Yr 12 Endeavour Award: Mathematics 1B, 1C
* Achievement Award Cert 11 Business
* TAFE Award: Cert 1 Pre-App Electrical Trade

**INTERESTS**

Electronics, building electrical circuits, soccer, volleyball and fashion

**REFEREES**

Mr Rick Rickards

Manager, Sunset Electrics

107 Sunset Strip

CANNINGTON 6107

(08) 5050 5555

Mrs Petra London

Cert 11 Business Teacher

Sunset Senior College

77 Sunset Drive

CANNINGTON 6107

(08) 5555 5555

Mr Carrig Craig

Coach, Women’s Soccer Team

Sunset Leisure Centre

CANNINGTON 6107

(08) 0505 555