**Draft Resume**



No. and Street, Suburb

Phone No.

Email address

**GOAL STATEMENT**: *Optional – e.g. My long term career goal is to work in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ industry. Getting this position will help me achieve my long term goal because this position will give me experience with customer service and teamwork which will assist me when working in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_industry.*

**DATE OF BIRTH:** *(Optional – but recommended when you are applying for your first job while you are still at school)*

**EDUCATION & TRAINING:** Northmead Creative and Performing Arts High School

Record of School Achievement/Preliminary Certificate/Higher School Certificate 20….

Subjects: English, Mathematics, Science, History, Geography, PD/H/PE

 Elective 1, Elective 2, Elective 3

**WORK EXPERIENCE / EMPLOYMENT HISTORY:**

*Example: 16-20 May 2013: School Work Experience at IGA Northmead*

 *Duties: Customer Service, packing shelves*

*Example: June 2013 – present: Casual job at Hungry Jacks, Nth Parramatta*

 *Duties: Customer Service, food preparation*

**EMPLOYMENT RELATED SKILLS: *(Use the list on the next page as a guide)***

 WORK SKILLS:

PERSONAL SKILLS:

**INTERESTS & HOBBIES**: (Optional)

**SCHOOL / COMMUNITY ACTIVITIES:**

Representing the school or community; Awards; Service to the school or community; Leadership; School or community event; Creative activities

*Examples: 2011-13: Participated in the Northmead CAPAHS Athletics Carnivals, won Age Champion 2013*

*2008-13: Played in the Hills District Netball competition with the Northmead Netball Club*

*2013: Participated in the Northmead CAPAHS Student Representative Council*

*2012: Performed in the Rock Eisteddfod- Northmead CAPAHS won Premier Division*

**REFEREES**: (*You must have permission from your referees before nominating them. They should also have a copy of your resume and be told every time you are going for a job interview.)*

*Examples:*

*Mr R Employer Mrs S. Coach*

*Manager, Hungry Jacks, Nth Parramatta Northmead Netball Club*

*Ph. 02 9630 5432 Ph. 02 9630 4321*

 **PREPARING A RESUME**

 **PERSONAL SKILLS**

Ability to listen and follow instructions

Ability to meet deadlines

Ability to prioritise work

Ability to work well as a team member

Ability to work well under pressure

Accurate and consistent worker

Caring personality

Composed nature

Creative nature

Efficient

Enthusiastic approach to work

Good attention to detail

Good leadership skills

Good organisational skills

Good sense of humour

Hardworking

Highly motivated

Honest

Lateral thinker

Open-minded approach to work

Positive attitude to work

Problem solver

Professional approach to work

Punctual

Quick learner

Reliable

Think quickly on my feet

Trouble-shooter

 **WORK SKILLS**

Ability to use power tools and manual tools

Able to use a fax machine, photocopier, calculator

Able to use e-mail

Babysitting experience

Car detailing experience

Cash handling experience

Cash register operations

Computer literate

Customer service

Food preparation and cooking experience··

Gardening and landscaping experience

General cleaning and upkeep of workplace

Good telephone skills

Good with measurements

Kitchen hand experience

Knowledge of MS Excel

Knowledge of MS Word

Knowledge of the Internet

Labouring experience

Lawn mowing experience

Motor mechanic experience

Panel beating experience

Plumbing experience

Reception experience

Selling skills

Staff training experience

Stocktaking experience

Trades assistant experience

Typing skills

Waiter experience

Welding experience

Word processing skills