

Sample résumé

Your résumé is a document that communicates to an employer your experience, skills and qualifications for a prospective position. You may think that you don't have enough experience to write about in your résumé. However, when you collate a selection of your employment related skills from your classroom, school and community, workplace learning and enterprise learning experiences, you will see that you do have a lot of skills to offer a future employer.

Here's a sample for you to adapt. A template is provided (resume template.doc). Research different résumé formats to make yours individual.

Résumé

Name: _____

Address: _____

Phone number: _____

Career goal/objective: _____

Education and training:

2018-2020	<p>Higher School Certificate Anywhere High School Any Street, Suburb NSW 2233</p> <p>Subjects _____</p> <p>Results _____</p>
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Short courses/additional qualifications:

2019	<p>Coffee Shop Essentials Sutherland College of TAFE Gymea Campus The Kingsway, Gymea NSW 2227</p>
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Employment history:

2018 – present	<p>Customer Service Assistant Pizza Hut, Caringbah</p> <p>Duties Customer service Cash handling Cleaning</p>
2017	<p>Work experience (1 week) Chrystal Advertising, Surry Hills</p> <p>Duties Word processing business documents Answering phones Greeting customers</p>

Optional
 A short statement which lets the employer now what your career goals are. Its's a chance to stand out from the crowd.

Display your highest academic qualification. Including your results is optional.

Include your workplace learning experiences in this section. State how long each experience was.

Employment related skills:

Communication

- I can speak confidently in front of large audiences. I have had experience participating in classroom debates as well as representing the school at competitions.
- I am able to speak and write in Japanese.

Team work

- I have had experience working as a part of a team in both school and through my participation in school sport.
- I have been a member of the local community soccer team.

Learning

- I am interested in carpentry, metal work and the construction industry. I have taught myself to build and fix a variety of things.

Planning and organising

- I was a member of the school social committee and was responsible for finding a date and venue for my Year 10 formal (2003).

Technology

- I am able to use the following software programs:
 - Microsoft Word
 - Excel
 - Photoshop.

Special achievements and awards:

2020	Artexpress My major work was ranked in the top 10 of the HSC. It was selected for display in the Art Gallery and will travel NSW in 2006.
2019-2020	Member of Student Representative Council
2017	Awarded Certificate of Merit in English

Hobbies and interests:

- Swimming, reading, writing stories.

Referees:

Mr B Cool Year Advisor Anywhere High School Phone: 5555 1234	Mrs M Employ Manager, Pizza Hut Caringbah Phone: 5555 5678
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Annotations:

- Focus on the skills that best suit what the employer is looking for. You will find this information in the advertisement and/or by speaking to the contact person listed in the ad.
- It's important to know the information you have included in your resume. You must be able to talk about everything that you have included in interview situations and when filling out application forms.
- Only include hobbies and interests if there is room.
- Ask your referees for permission before writing their details here.