

Résumé

Name:

Address:

Phone number:

Career goal/objective:

Education and training:

2018-2020

Higher School Certificate

Anywhere High School
Any Street, Suburb NSW 2233

Subjects

Results

Short courses/additional qualifications:

2019

Coffee Shop Essentials

Sutherland College of TAFE
GyMEA Campus
The Kingsway, GyMEA NSW 2227

Employment history:

2018 – present

Customer Service Assistant

Pizza Hut, Caringbah

Duties

Customer service

Cash handling

Cleaning

2017

Work experience (1 week)

Chrystal Advertising, Surry Hills

Duties Word processing business documents
 Answering phones
 Greeting customers

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 classroom experiences and through my participation in school sport.
- I have been a member of the local community soccer team since 1999.

Learning

- I am interested in carpentry, metal work and the construction of things and 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 booking the 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 percentile band in the HSC. It was selected for display in the Artexpress exhibition 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