

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	Higher School Certificate Anywhere High School Any Street, Suburb NSW 2233 Subjects
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

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.

Results

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 organising the date and venue for my Year 10 formal (2003).

Technology

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

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.

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 of NSW in 2006.

2019-2020

Member of Student Representative Council

2017

Awarded Certificate of Merit in English

Hobbies and interests:

- Swimming, reading, writing stories.

Only include hobbies and interests if there is room.

Referees:

Mr B Cool
Year Advisor
Anywhere High School
Phone: 5555 1234

Mrs M Employ
Manager, Pizza Hut
Caringbah
Phone: 5555 5678

Ask your referees for permission before writing their details here.