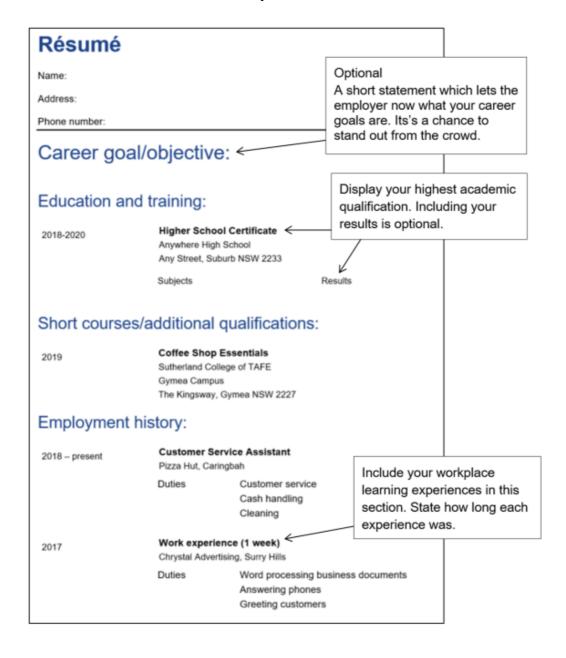
Sample résumé

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.





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 and through my participation in school sport.
- . I have been a member of the local community soccer tean

Learning

· I am interested in carpentry, metal work and the constructi taught myself to build and fix a variety of things.

Planning and organising

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

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

Special achievements and awards:

My major work was ranked in the top 10 g HSC. It was selected for display in the Ar

will travel NSW in 2006.

2019-2020 Member of Student Representative Awarded Certificate of Merit in Eng

2017

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.

Focus on the skills that best

looking for. You will find this

speaking to the contact person

suit what the employer is

advertisement and/or by

information in the

listed in the ad.

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.