

RESUME WRITING: (This is a suggested guide only.)

- A resume is a summary of your work history and education - usually 1-2 pages.
- **A resume has one objective - to gain an interview** - it should be **tailored** to the **specific** job application or employer.
- Employers want to know **what you can do for them**. They hire people for specific jobs - **demonstrate** to the employer that you can do the job by **highlighting your skills and achievements**.

NEVER write on a resume or tell a potential employer that you have **"no experience yet"**!

Various activities such as volunteer work, work experience, part time employment, extracurricular activities and subjects undertaken at school or through TAFE, etc, allow you to develop and **demonstrate skills** such as:

- communication skills
- ability to work in a team
- ability to work independently
- ability to prioritise tasks
- ability to meet deadlines
- ability to follow directions
- customer service skills
- using various tools and equipment
- telephone manner
- cash handling
- stock control
- food preparation
- cooking and cleaning
- knowledge of Workplace Health & Safety

You will also have had the opportunity to demonstrate **personal qualities** such as:

- honesty and integrity
- strong work ethic
- highly motivated
- able to accept responsibility
- loyalty and commitment
- friendly manner
- punctuality
- willingness to learn
- able to show initiative
- attention to detail
- confidence
- well presented
- positive attitude

The following information should also be included in your resume:

- long term goals - include only if **related** specifically to the position for which you are applying
- long term activities - playing club sport, learning dance or music, Scouts, etc (commitment)
- volunteer and charity work (contributing member of community)
- class, school or sports leadership awards
- extra-curricular activities - extra courses undertaken, participation in debating, etc
- current year level, subjects being studied
- two referees (present and past employers, sport coaches, teachers, etc)

Other suggestions:

- Type resume in an easy to read font. eg Arial / Calibri. Don't use fancy or hard to read fonts.
- Keep font size 11-12. **Bold** section headings.
- Double space between paragraphs - keep lots of open space to make it easy to read
- Don't use coloured paper.
- Don't overstate or lie.
- Don't write long sentences.
- Don't include written references with application unless requested. If you have an exceptional one you can include it, otherwise you can take them with you to the interview.

To follow are two examples of resumes.

John Smith

Personal Information

Name John Smith
Date of Birth 1/1/2000
Address 4 Jones Street, Mudgeeraba Qld 4213
Mobile: 0414 xxx xxx
Email jsmithxx@gmail.com

Introduction

I am a Year 11 student seeking a school based traineeship in business. I am consistent, reliable, and enjoy working as part of a team. I have good communication and organisational skills. Key strengths include reliability, a willingness to listen and learn, and a responsible approach to tasks undertaken.

Or

I am a reliable hardworking practical person who enjoys communicating with people. I have undertaken work experience at a real estate where I performed duties including; answering the telephone, filing, data entry and general office duties.

Personal Qualities

- Honest
- Hardworking
- Cheerful Nature
- Motivated
- Willing to Learn
- Enjoy working with people
- Well Mannered
- Courteous

Demonstrated Skills

- Customer Service
- Able to work in a team
- Able to work independently
- Good communication skills
- Knowledge of Workplace Health & Safety
- Able to follow directions
- Able to prioritise tasks
- Cash handling
- Time Management
- Food Preparation
- Cleaning

Work Experience

Woolworths Limited, Robina (Nov 2015 – Current)

- Customer Service
- Cash register and EFTPOS
- Displaying, moving, cycling and placing stock

Education and Certificates

- Currently in Year 11 at Robina SHS studying: Mathematics A, English Communications, Geography, Hospitality, Certificate II Workplace Practices and Photography
- Certificate II Hospitality – TAFE Gold Coast
- Responsible Service of Alcohol – RSA
- Computer Skills: Microsoft Professional Suite – Word/Excel/Powerpoint

Personal Interests

- Rugby League – Played for the Mudgeeraba Rugby League Club for the past 5 years
- Surfing
- Skateboarding

Referees

Julie Jones
Supervisor
Woolworths – Robina
Mobile: 4444 123 456

Jim Smith
English Teacher
Robina State High School
Phone: 5562 3444

Peter Adams
Rugby League Coach
Phone: 1234 5678

MARY BROWN

ADDRESS: 123 Smith Street ROBINA Q 4226

CONTACT DETAILS: Telephone: xxxx xxxxx
Mobile: 0414 xxx xxx
Email:: marybrown111@hotmail.com -

DATE OF BIRTH: 1 January 1990

OBJECTIVE:

To obtain a school based traineeship or apprenticeship in hospitality (chefing) which will lead to a full time position after I complete Year 12. I would eventually like to open my own restaurant.

Or

My objective is to break into the workforce and gain work experience. I would like to become independent and save for future financial goals. Going into hospitality would help me broaden my skillset and take on more responsibility.

PERSONAL QUALITIES:

- Hardworking
- Honest
- Friendly manner
- Well presented
- Punctual
- Positive Attitude
- Reliable
- Willing to learn

DEMONSTRATED ABILITIES:

- Good communication skills
- Able to work independently
- Knowledge of WH & S
- Able to work in a team
- Able to follow directions
- Able to prioritise tasks
- Customer service skills
- Cash handling
- Stock control

WORK EXPERIENCE:

December 2013 – March 2014

LT landscaping and Gardening Services : Gardening hand

Responsibilities and achievements: Worked as a helper to the gardener, mainly hand mowing and tidying up, but by the end of the time had progressed to using a blower.

CERTIFICATES AND ACHIEVMENTS

Certificate 1 in Construction – Construction Skills Training Centre

List school and outside achievements

EDUCATION:

Currently in Year 10 at Robina SHS studying:

English Maths History Art Media World Of Computers

Science

COMMUNITY ACTIVITIES:

- Active member of the school fundraising committee for environmental issues
- Help with school community garden and tool cleaning after sessions
- Umpire soccer for Junior grades
- Tutor to junior players

INTERESTS AND HOBBIES:

Soccer Computers Listening to Music Spending time with friends

REFEREES:

Bob Smith
Soccer Coach
Mudgeeraba Soccer Club
Telephone: (07) 1234 xxxx

Barry Jones
Year Coordinator
Robina State High School
Telephone: (07) 55623444