

You can use this template to create your Resume with your specific information – the content below is provided as an example to show formatting; please ensure you delete any instructions, then adjust formatting e.g. delete extra lines etc so consistent, and proof read carefully. Save a word version with your name (e.g. SallyStudentResume2022) and save as a PDF to send to any employer or other organisation e.g. applying for a scholarship.

Name:

Address:

PERSONAL ATTRIBUTES (e.g. transfer from your Strengths profile)

- Reliable
- Enthusiastic
- Follow instruction
- Work well with others
- Willing to 'have a go'

EDUCATION

Grade 11 2022 – Somerset College, Brooksville (Update as you need as you progress through School)

Suggest you list key subjects being studied – you don't have to include your results

Also list here any key roles at School

- Member Debating Club
- Member School Soul Band

AWARDS & ACHIEVEMENTS

- Academic Excellence Award Grade 10 English – 2021
- Netball Player of the Season 2020
- XYZ Industries Award for Citizenship 2021

CERTIFICATES & LICENCES (optional do not use if not directly relevant)

- First Aid Certificate
- Construction White Card

EMPLOYMENT (if you have a Part-time or holiday jobs please include)

Current from December 2020

Customer Service Assistant - casual

Excel Supermarket

TOWN STATE POSTCODE

November - December 2020

Bakery Hand

Yummy Bakery

TOWN STATE POSTCODE

WORK EXPERIENCE

To show that you are active in trying options for your future career, add in any work experience you have undertaken. Examples are below – substitute your details.

June 2022 – 1 week

Super Agricultural Services

TOWN STATE POSTCODE

July 2021 – 1 week

Multi Workshop Repairs (interested in being a mechanical fitter)

TOWN STATE POSTCODE

COMMUNITY AND VOLUNTEERING (you can include school activities here or up under Education)

- Netball Referee - Junior Netball
 - Clean Up Australia Day participant 2019 - current
 - Fundraiser for Relay for Life 2015 - 2019
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REFEREES (Two is usually sufficient)

Depending on the context you are using your CV will depend on who you include as your Referees. Below are examples and also how to format.

Teacher

Jerri Jones

English Teacher - Top Notch Independent School

M: 0000 000 000 E: Boss@bossconstructions.com.au

Sport or Community

Tabitha Sorrel

Netball Coach – Bouncers Netball Club

M: 0000 000 000 E: g.fabulous@excelsupermarket.com.au

Work Supervisor

Genevieve Fabulous

Team Leader

Excel Supermarket

M: 0000 000 000 E: g.fabulous@excelsupermarket.com.au

TIP

Ensure you have spoken to your referees regarding positions you apply for and send them the position description or job advertisement if available as a courtesy, to assist them frame their referee comments about you.