

YOUR FIRST & LAST NAME

Address | Telephone | Email



Outline what you wish to achieve personally and professionally from the role you are applying for.

Tip: This could include things like:

- Personal growth
- Expanding your skillset
- Adding value to the company

OBJECTIVE

To replace this text with your own, just click it and start typing. Write a short sentence about your experience, career goal, interest and skills.

SKILLS AND STRENGTHS

Check out your results from **the career quiz**. You will be able to use some of the strengths and skills you have identified.



Explain what you are naturally good at. What sets you apart? List your strengths relevant for the role you're applying for.

- Suggestion – Microsoft office suite
- Suggestion – works well in a team
- List one of your skills/strengths
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Employers are always looking for job applicants with leadership experience.

If you were a captain for your sports team, or the vice president of your student council, be sure to list these positions.



EDUCATION

Dates From-To **School year | School name | Dates attended**

Include some of the subjects you enjoyed or did well at school and any academic achievement.

Dates From-To **Degree Title | School name | Dates attended**

It's okay to brag about your scores. You can also write down a description of any courses you have undertaken.

EXPERIENCE

May 2012-
Current

Cashier | COLES | SYDNEY CITY

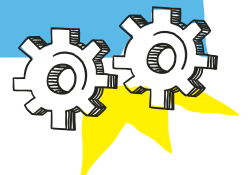
Responsibilities included:

- Customer service
- Cash handling
- Packing shelves

Looking for your first job and don't have experience?

Tip: include jobs like babysitting, or even lawn mowing.

Including tasks that show taking ownership and responsibility is great to add for your experience.



November 2011-
April 2012

Baby Sitting | SYDNEY

Responsibilities included:

- Ensuring a safe environment
- Preparing snacks
- Doing housework

SIDE NOTE

Be sure to keep it **short and sweet!**

Dates From-To

Job Title | COMPANY NAME | SUBURB

Describe your responsibilities and achievements. Use examples, but keep it simple and short.

AWARDS AND CERTIFICATES

FIRST AID COURSE

[Date]

This can also include sporting awards (eg. "best and fairest"). Academic awards, and subject achievements are also important to include.



CERTIFICATE/AWARD

[Date]

Write a description about your award or certificate

Tip: volunteer work and extra co-curricular activities are regarded highly by employers.

INTERESTS AND HOBBIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experience here. Or show off important extras like publications, certifications, languages and more.

- Example – running
- Example – reading

Tip: If you haven't had a job yet you could ask someone who knows you well. This could include a sports coach, head teacher, careers advisor.

Tip: Make sure you always ask your referee first! If you go for an interview, let them know that they may be contacted.

REFERENCES

[REFERENCE NAME]

[Title, Company]

[Contact information]



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Click the "design" tab on the top of the word document. Once there, you will see an option that says "themes". Click this to see all your options and with the click of a button change your resume to suit your personality and ideal look and feel!

