FIRST NAME  
Surname

Phone number – Email – Suburb, Post Code

# Summary

Write a short sentence about your job goal, experience, relevant interests and skills. This might sound like:

*I am an enthusiastic high school graduate looking to begin my career in the automotive industry. I am extremely passionate about cars and have grown up helping my dad work on them.*

# Education

#### School year - School name YEAR

You can mention some of the subjects you enjoyed or were good at, or any school achievements that are relevant.

For example:

#### Year 12 – Kiama High School 2019

* Received an A grade for my final metal work assessment

# Skills

What are you good at? What might make you a good fit for this role? Check out the job ad because it will talk about the skills that we are looking for. Adding an example makes it even better!

* **Working in a team** – I have been working successfully in a team in my job at Woolworths for the past 2 years
* **Communication** – In my current job I am required to talk to customers and other team members regularly
* List one of your skills/strengths
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* List one of your skills/strengths

# Experience

List your previous work and work experience, put them in the order from newest to oldest. Write this experience as:

#### Position – Business – Suburb Month Year – Month Year

* Brief description of what you did in this job

For example:

#### Team member – Woolworths – Kiama Feb 2018 – Present

* Working in a team
* Cash handling
* Customer service
* Re-stocking shelves

### **Interests & hobbies**

Use this section to show your hobbies and interests that are relevant to the jobs you want to apply for. For example, if you are applying for a mechanical apprenticeship you might put how you like to work on cars in your spare time. If you are applying for a business administration traineeship, reading would be a relevant hobby. If you have volunteered before you can put that in too!

For example:

* Working on cars
* Coaching soccer

### **References**

You can write ‘available on request’ but you will need to provide your referees details at an interview. It is expected that you will have 2 referees.

If you don’t currently have any referees that’s okay, just have a think of any adults in your life who can provide a reference for you. The best options are people that you’ve worked for or volunteered for because they can comment on how you work. If you haven’t worked before you may want to ask:

* A teacher from school
* A sporting coach
* Your career advisor

Note - It’s important that your references are not your family members and that you ask their permission before putting them on your resume.

#### Reference name

[Title, Company]

[Phone Number]

#### Reference name

[Title, Company]

[Phone Number]