

RÉSUMÉ

Name:
Address:
Phone Number:
Mobile Number:
Email:

Career Goal/Objective:

Education and Training:

2006-2009 Higher School Certificate
Anywhere High School
Any Street, Suburb NSW 2233

Subjects	Results
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Short courses/Additional qualifications:

2008 Coffee Shop Essentials
Sutherland College of TAFE
Gymea Campus
The Kingsway, Gymea NSW 2227

Employment History:

2007 - Present Customer Service Assistant
Pizza Hut, Sutherland
Duties: Customer service
Cash handling
Cleaning

2007 Work experience (1 week)
Chrystal Advertising, Surry Hills
Duties: Word processing business documents
Answering phones
Greeting customers

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 classroom experiences and through my participation in school sport.
- I have been a member of the local community soccer team since 1999.

Learning

- I am interested in carpentry, metal work and the construction of things and have taught myself to build and fix a variety of things

Planning and organising

- I was a member of the school social committee and was responsible for booking the date and venue for my Year 10 Formal.

Technology

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

Special Achievements and Awards:

2009	Artexpress My major work was ranked in the top 10 percentile band in the HSC. It was selected for display in the Artexpress exhibition and will travel NSW in 2010.
2006 - 2009	Member of SRC
2007	Awarded Certificate of Merit in English

Hobbies and Interests:

Swimming, Reading, Writing stories

Referees:

Mr B Cool
Year Adviser
Anywhere High School
Phone: 5555 1234

Mrs M Employ
Manager, Pizza Hut
Sutherland
Phone: 5555 5678