



## 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 construction 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      | <b>Artexpress</b><br>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 | <b>Member of SRC</b>  |
| 2007      | <b>Awarded Certificate of Merit in English</b>  |

## 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  
Caringbah  
Phone: 5555 5678

*Focus on the skills that best suit what the employer is looking for. You will find this information in the advertisement and/or by speaking to the contact person listed in the ad.*

*It's important to know the information you have included in your résumé. You must be able to talk about everything that you have included in interview situations and when filling out application forms.*

*Only include Hobbies and Interests if there is room.*

*Ask your referees for permission before writing their details here.*