

Jane Smith
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Date of Birth: 20th July 2003

EMPLOYMENT EXPERIENCE

2018-Current **Casual Shop Assistant**

Farmer Bobs Tamworth

Operating cash register, stock handling and displays, serving customers, meeting and greeting customers and store opening and closing duties

TRANSFERRABLE & PERSONAL SKILLS

- ✓ Strong problem solving abilities
- ✓ Teamwork and organisational skills
- ✓ Communication skills
- ✓ Mentoring of young people
- ✓ Home cooking

EDUCATION

2016 **Completing Year 10**

Calrossy Anglican School

Favourite Subjects – Maths, Science and Career Education

FURTHER EXPERIENCES

2019

- ✓ Science & Engineering Challenge 2nd place in regional competition

VOLUNTEER WORK

2017 - Current (each year)

- ✓ Relay For Life Volunteer

HOBBIES & INTERESTS

- ✓ Rugby
- ✓ Science
- ✓ Music

REFEREES

Nikki Niks – Maths Teacher

Calrossy Anglican School

Phone: (02) 5776 5100

Jenny Jenson

Owner of Farmer Bobs Tamworth

Phone: (02) 5776 5100

PERSONAL CONTACT DETAILS

Essential:

- ✓ Your name
- ✓ Your address
- ✓ Your phone number

Desirable:

- ✓ You may like to include your date of birth (DOB), and your email address, make sure your email address is clear and not impolite or disrespectful

EMPLOYMENT or WORK EXPERIENCE

- ✓ Include name of organisation, job title and dates and give a brief outline of duties and responsibilities.
- ✓ Sometimes the duties and responsibilities may be similar to your personal skills you have listed in your resume, this helps to provide evidence to a future employer that you can show evidence to where your personal skills have come from.

TRANSFERRABLE & PERSONAL SKILLS

These are normally a list in point form of skills you have developed from your everyday experiences. Experiences such as:

- ✓ Things you do at home, tasks around the house for mum or dad
- ✓ School related such as team or group activities team projects, assignments, etc.
- ✓ Involvement in school sports, drama presentations, learning a musical instrument
- ✓ Involvement in local club or community days
- ✓ Common examples include: Team Work, Communication Skills, Customer Service Skills, Problem Solving

Personal skills can also come from the subjects completed at school, such as:

- ✓ Information Technology (ICT Computer skills, software program skills like Microsoft Word, Excel, Publisher, etc.)
- ✓ Science (Problem Solving, analytical and diagnostic skills)
- ✓ High Achievements in Mathematics (Very strong numeracy levels)
- ✓ High Achievements in English (Very strong literacy levels, very strong verbal, written, listening and communication levels)
- ✓ High achievements in Visual Arts (creativity, inspirational and innovative)

EDUCATION

- ✓ List your current year at school
- ✓ Your chosen subjects or your favourite subject
- ✓ **Note:** Your favourite subject is even more valuable if it relates to the job you are applying for

ADDITIONAL TRAINING

- ✓ Training courses could include:
- ✓ First Aid Certificate
- ✓ Computer Courses
- ✓ Current enrolment in VET Certificate II or III level courses as part of schooling
- ✓ Languages such as French, Japanese or Latin
- ✓ Music Courses

FURTHER EXPERIENCES

This is your chance to list some of the extra achievements you have, show off a bit, impress the employer with your passions and achievements, they could include:

- ✓ Involvement in competitions through school or events
- ✓ Involvement in fundraising events at school or part of community
- ✓ School participation events like Open Day, Cracker carnival, ANZAC Day March, Student Mentoring programs, etc
- ✓ UNE Science in the Bush or the Engineers Australia Science and Engineering Challenge

Other experiences you may like to think about including in your Further Experiences section drawn from your time at Calrossy may include:

- ✓ School Leadership Roles or Positions while at Calrossy?
- ✓ Sport representation including HRIS, CIS, AICES and others
- ✓ Participation in school musicals, orchestra or dance groups
- ✓ Member of a cattle team or equestrian team
- ✓ Ushered or participated in school functions and events such as Valedictory Dinner, Experience Day, Open Day, Grandparents Day, etc.
- ✓ Have you received any academic or school awards during your time at Calrossy?
- ✓ Have you ever participated in Tournament of the Minds, Debating, Davinci Decathlon or Chess competitions?
- ✓ Have you held any Youth Leadership Roles?

VOLUNTEER WORK

- ✓ Activities you are involved with around your community like washing cars, gardening, helping to look after the local park, or your street like mowing the front nature strip with Scouts or Girl Guides.
- ✓ Selling Legacy Badges, helping with Red Nose Day or the Salvation Army Red Shield Appeal, raising money for the local sports club or any other local fund raising initiatives.

HOBBIES & INTERESTS

- ✓ These are things you like to do in your free time (**Caution** do not list things that may come across as offensive for some, like pig shooting)
- ✓ List things like favourite sports, hobbies like music, tinkering with machinery or pulling apart engines or computers or using computers, (computer games are not a popular hobby with some employers), looking after the family pet, etc.

REFEREES

People you know and trust, people who are important in your life, examples:

- ✓ Teacher of your favourite school subject
- ✓ Sports Coach
- ✓ Employer who you have already completed work experience for or have worked with under casual or part time employment
- ✓ **Note:** make sure you ask the person if it is OK to be your referee and inform your referee why you have asked them, i.e. applying for a job, give your referee some details of the job you are applying for. Don't list the person until you have their permission
- ✓ **Note:** Business or personal referees, business are those who you know at work or teach you at school, a personal referee are friends of family, relations, etc.