**RESUME**

**FIRSTNAME LASTNAME**

Address: 24 My Street, Banksia Grove, 6031

Phone number: 9555 5555

e-mail: My.Email@internet.com.au

Date of Birth: DD/MM/YYYY

SCSA Student Number: 2222 3333 – On School Report

USI: 1234567891 – Requires students to apply for one

*Required for TAFE applications*

Parent / Guardian Email: Parent. Email@ internet.com.au

Parent / Guardian Mobile Phone: 0455 555 555

**CAREER AMBITION**

***Indicate the career pathways that you can see yourself taking when you finish school.***

Currently I am studying towards a nursing pathway after leaving school. I enjoy working with people and see the caring nature of Nursing as an ideal way for me to work within the community. I am studying Human Biology and Chemistry to improve my knowledge of the human body and how it work.

Currently I volunteer with ST Johns Ambulance at community event as a first aid officer, having completed my first aid course at School in year 10. This has given me a broad range of experience in interacting with people, identifying their needs and assisting to provide a valuable service to the community.

**EDUCATION**

2017 - Joseph Banks Secondary College

Year 10 General

Subjects studied*:*, , Career and Enterprise, ……. And Workplace Learning?

* English
* Mathematics
* *Other courses*
* Certificate II in Skills for Work and Vocational Pathways

2014-2016 - Joseph Banks Secondary College

Completed Years 8-10

Awards

* 100% Attendance
* Academic achievement in English award
* Yr 8 Champion student – Swimming
* etc

Travel or participation in an activity (e.g representing school, competition)

2013 - Graduated Name of primary school

**QUALIFICATIONS AND TRAINING**

* Leadership course in Ranger Cadet program
* First Aid
* Bronze Medallion
* Skipper’s ticket
* PADI Diving
* Learner’s Permit

**EMPLOYMENT HISTORY** *start with most recent first*

start date –end date-Company name

Job title

* job responsibilities

**VOLUNTARY WORK**

Type the date - organisation or project name

Type what you did

For Example

Community Clean Up – Team Leader

* Working with the community group Community Clean Up and the City of Wanneroo to keep our local park free from litter and safe for children to play
* Ensure that the Dog bags are restocked
* Report damage and vandalism to play equipment

**WORK SKILLS**

* Communication - strong reader, confident speaker in front of groups
* Teamwork – Leading the Champions for Change in year 10
* Planning and organizing – Assiting to plan the year 10 river cruise as a year 10 student councilor
* Using technology - able to use Word, Excel, Publisher, PowerPoint, Photoshop and other applications
* Proficient in retail Point-Of-Sale systems
* Cash-handling
* Customer service
* Problem-solving
* Second language -
* Sporting ability -….
* Music ability -……

**AWARDS AND ACHIEVEMENTS**

Year - Name of Award

Association

2017 – Community Volunteer of the year (Junior)

City of Wanneroo Volunteer Association

**INTERESTS** *write a list with brief details or write a paragraph*

leisure activities (eg. reading, music)

membership social or sporting clubs

Banksia Grove Football Club – Participation in the Football competition and volunteer coaching of junior plays on the clubs Gala Day. Setting up the field for games and ensuring that the equipment is clean and ready for use.

**REFEREES-** *Type name and contact details for at least 2 people over 18. Before printing delete borders.*

|  |  |
| --- | --- |
| First name Last name  Name of organisation if appropriate  Phone number  Relationship to you | First name Last name  Name of organisation if appropriate  Phone number  Relationship to you |

***Do not forget to include written references and other supporting information for TAFE applications.***