

PREPARING A PERSONALISED AND JOB-RELATED RESUME

This is a guide (for senior secondary students) for preparing a resume that is personalised and related to the position being applied for. Students often overlook acquired practical knowledge and skills gained through year(s) of school studies and community work and involvement. This information, along with relevant work experience and/or vocational courses, demonstrates to employers a sincere commitment to learning the trade/vocation. Employers also seek up-to-date information to make a recruitment decision (ie primary education details will not be relevant). There are also lots of example resumes and “resume builders” available on the internet.

Resume Example

PERSONAL DETAILS

Name:
Address:
Mobile Phone Number:
Email Address:
Date of Birth:
Driver’s Licence and Class:

EDUCATION

Current Year Level:
Name of School:
Current Subjects: List SACE subjects (and grades if available) relevant to the position

TRAINING

Course:
Date:
Objects Made:
Skills Developed:
Tools/Equipment Used:

(If more than one course, repeat as above)

Other Qualifications and Courses: List other courses and qualifications

EMPLOYMENT HISTORY

Business Name:
Date: eg January-June 2010
Tasks/Duties Undertaken: Use dot points, eg
• Cutting and measuring lengths of wood
Tools/Equipment Used: Use dot points, eg
• Bandsaw, electric drill, socket sets

(If more than one employer, repeat as above)



WORK EXPERIENCE

Business Name:

Date:

Tasks/Duties Undertaken:

Use dot points, eg

- Food preparation

Tools/Equipment Used:

Use dot points, eg

- Mixers; blenders; slicing machines

(If more than one work experience, repeat as above)

COMMUNITY INVOLVEMENT AND RESPONSIBILITIES

Community Involvement:

Responsibilities:

PERSONAL QUALITIES

Personal Qualities:

List, eg

- Excellent communication skills
- Ability to work independently
- Friendly and approachable
- Willingness to learn

HOBBIES AND INTERESTS

Hobbies and Interests:

List, eg

- Basketball
- Volleyball
- Soccer
- Model making

REFEREES

Name:

Role:

Organisation:

Phone Number:

Name:

Role:

Organisation:

Phone Number:

(Provide one work referee and one character referee. Ensure that your referees have agreed to be a referee, and are informed about the position/s you are applying for.)

