

## YOUR FIRST & LAST NAME



EMAIL



TELEPHONE



ADDRESS

## OBJECTIVE

To replace this text with your own, just click it and start typing. Write a short sentence about your experience, career goal, interest and skills.

Outline what you wish to achieve personally and professionally from the role you are applying for.

**Tip:** This could include things like:

- Personal growth
- Expanding your skillset
- Adding value to the company

## EDUCATION

### SCHOOL YEAR / SCHOOL NAME / DATES ATTENDED

You might want to include some of the subjects you enjoyed or did well at school and any academic achievement.

### DEGREE TITLE / SCHOOL / DATES ATTENDED

It's okay to brag about your scores. You can also write down a description of any courses you have undertaken.



**Employers are always looking for job applicants with leadership experience.**

If you were a captain for your sports team, or the vice president of your student council, be sure to list these positions.

## EXPERIENCE

### JOB TITLE / COMPANY / LOCATION

Dates From – To

Describe your responsibilities and achievements. Use examples, but keep it simple and short.

### CASHIER / COLES / SYDNEY CITY

May 2012 – Current

Responsibilities included:

- Customer service
- Cash handling
- Packing shelves

**Looking for your first job and don't have experience?**

**Tip:** include jobs like babysitting, or even lawn mowing.

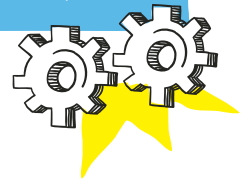
Including tasks that show taking ownership and responsibility is great to add for your experience.

### BABY SITTING / SYDNEY

November 2011 – April 2012

Responsibilities included:

- Ensuring a safe environment
- Preparing snacks
- Doing housework





TIP: VOLUNTEER WORK AND EXTRA CO-CURRICULAR ACTIVITIES ARE REGARDED HIGHLY BY EMPLOYERS.



## SKILLS & STRENGTHS

Explain what you are naturally good at. What sets you apart? List your strengths relevant for the role you're applying for.

- Suggestion – Microsoft office suite
- Suggestion – works well in a team
- List one of your skills/strengths
- List one of your skills/strengths
- List one of your skills/strengths



Check out your results from **the career quiz**. You will be able to use some of the strengths and skills you have identified.

## INTERESTS AND HOBBIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experience here. Or show off important extras like publications, certifications, languages and more.

- Example – running
- Example – reading

### SIDE NOTE

Be sure to keep it **short and sweet!**

## REFERENCES

### REFERENCE NAME

[Title, Company]

[Contact information]

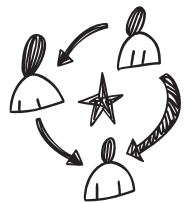
### REFERENCE NAME

[Title, Company]

[Contact information]



Tip: If you haven't had a job yet you could ask someone who knows you well. This could include a sports coach, head teacher, careers advisor.



Tip: Make sure you always ask your referee first! If you go for an interview, let them know that they may be contacted.

## WANT TO CHANGE THIS CV'S COLOURING?

Click the "design" tab on the top of the word document. Once there, you will see an option that says "themes". Click this to see all your options and with the click of a button change your resume to suit your personality and ideal look and feel!

