



**RESUME  
WRITING**

## Career Objective

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**Why do you want this job?** E.g.: I am keen to build on my hospitality skills and experience in a challenging professional environment.

**Why would you be good in this job?** E.g.: I take pride in my attention to detail and ability to effectively manage my time.

**What do you have to back this up?** E.g.: As my qualifications and work experience demonstrate, I am able to work under pressure and to a consistently high standard.

## Skills & Abilities

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**What skills do you have that will be attractive to the employer?** E.g.: customer service, cash handling, etc.

**What personal capabilities do you have that make you a good match for the job?** E.g.: able to work effectively in a team, listen and respond to instructions etc

## Work History

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For each job you have had list:

Time period (month/year started-month/year finished)

Employer

Position held

Core skills/duties (these are the tasks you performed while working and the skills you have gained from this particular job)

→ Also, mention any work experience you have had through school or any voluntary work you have carried out.

## Education & Training

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List your current school and year as well as the subjects you are studying.

School \_\_\_\_\_ Year \_\_\_\_\_

Subjects	Grades

\* You can also list schools you have attended in the past but you don't need to list subjects unless they are relevant to the job you are applying for.

**Other Training:** IT, hospitality, VET Certificates

## Personal Achievements

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**Academic:** eg. House captain, Top marks, Science Award

**Personal** eg. Sports Awards, events organised, other out of school awards.

## Interests

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Do you play a sport? Do you play an instrument? Are you involved in any community activities? Choose 3-4 and list them so the employer can get to know you better.

- 1.
- 2.
- 3.
- 4.

## Referees

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It is a good idea to list referees who aren't friends or family so instead, ask past/present employers, teachers, sport coaches etc if it would be ok if you listed them as a referee on your resume. Choose 2-3 people. You'll need to include the referee's name, their position, how you know them and contact number.

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**YouthJET**

A: 151 Hutt St, Adelaide 5000

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# John Smith

Date of Birth **18 June 1990**

## Personal Details

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**Address:** 12 Orchard Grove, Highfield, 5064

**Mobile:** 0412 566 310

**Email:** john.smith@gmail.com

## Career Objective

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I am keen to build on my hospitality skills and experience in a challenging professional environment. I take pride in my attention to detail and ability to effectively manage my time. As my qualifications and work experience demonstrate I am able to work under pressure and to a consistently high standard.

## Skills & Abilities

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### Communication skills

- Strong written and verbal communication skills
- Experience and ease communicating with a range of people including customers, suppliers, managers and work colleagues
- Experience and ease providing customer support (both verbal and written) including describing, suggesting and demonstrating products/services

### Technical skills

- Certified in responsible serving of alcohol
- Certified in Senior First Aid

### Administration skills

- Experience with a range of office duties including telephones, mail, filing, inventory and ordering

### Computer skills

- Hands-on experience with standard office and retail software including Word, Access and Excel

## Work History

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### 2008 – Current: Sandwich Artist, Subway, Glen Osmond

**Core skills:** Cash handling, customer service, food preparation and hygiene

### 2006 – 2009: Babysitting, two children under five years of age

**Core skills:** Preparing food, cleaning, supervision, health and safety

### 2004 – 2006: Volunteer Doorknock Fundraising, Red Cross SA

**Core skills:** Communication, money handling

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## Education & Training

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### Education

<b>2009</b>	Currently completing year 10 HIGHFIELD COLLEGE English B VET Hospitality A Further Mathematics C Psychology A Business B Management B
<b>1998 – 2006</b>	Reception – Year 7 SAINT JOHN'S JUNIOR SCHOOL

### Other Training:

<b>2009</b>	Completed Certificate III in Hospitality (Operations)
<b>2008</b>	Senior First Aid (St John Ambulance)

## Personal Achievements

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### Academic

<b>2009</b>	House captain, Highfield College
<b>2009</b>	Highfield Secondary College VET Hospitality Award (for receiving the highest study score of the class)
<b>2007</b>	National finalist – WorldSkills VETiS competition (Food & Beverage)

### Personal

<b>2008</b>	Captain the State Underwater Ice Hockey Team in the Under 18 National Championships
<b>2007</b>	Organised a two day trip to the Flinders Rangers for eight people

## Interests

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Cycling – participant in Great Victorian Bike Ride 2005 and 2006

Community work - volunteer mentor with Big Brothers Big Sisters 2005 – present

Under Water Ice Hockey, State team 2009

## Referees

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**Jenny Small**  
VET Hospitality Teacher  
Mobile: 0455 676 102

Manager, Subway, Glen Osmond      Phone: 8450 1456  
Phone: 8567 4444

**Bob Johns**  
Volunteer Manager Red Cross

**Terry Underwood**

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