

James Smith
D.O.B. 16/07/1993

Personal Details

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Career Objective

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 and Abilities

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

Provide your full name (or the name you like to be called) not just your initials

You don't legally have to include your date of birth - it's up to you whether you want to

Provide a postal address that you have access to, including the post code

Provide your daytime phone number and your mobile. Make sure your phone has a clear voicemail message or that there is someone available to take a message for you.

Provide an email address (it looks more professional to use an email address with your name in it, rather than one you use with friends e.g. sugar_coated@hotmail.com)

- A career objective explains what you're looking for and why you would be good at this particular job. It also states what qualifications or training you have to show this.
- Keep it brief (one or two sentences). It can be written specifically to suit each job you apply for or it can be more general to suit your overall career or job goals

- List the skills that are relevant to the job you are applying for
- Include skills that you have received through further training or courses.
- Focus on the personal competencies that you believe you have (or others have told you).

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

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

- Include all relevant employment experience you have had. Be sure to state the employer, your position, how long you were there for and what skills you developed or duties you fulfilled whilst there.
- Also include any work experience you have had through school or any voluntary work you have carried out.

Education and Training

2009	Highfield College Currently in year 10	
	English	B
	VET Hospitality	A
	Further Mathematics	C
	Psychology	A
	Business	B
	Management	B

State what school you are currently attending and what year level you are in. You don't have to list your grades for each subject but at least list the subjects that you are currently doing.

1998 – 2006 St John's Junior School Reception- year 7

Other Training:

2009	Completed Certificate III in Hospitality (Operations)
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Don't forget to include any certificates you have completed while at school through VET or other subjects.

2008 Senior First Aid (St John Ambulance)

Personal Achievements

Academic

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

Personal

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

Interests

- 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

Jenny Small

Highfield Secondary School
VET Hospitality Teacher,
Mobile: 0455 676 102

Terry Underwood

Manager, Subway, Glen Osmond
Employer
Phone: 8567 4444

Bob Johns

Volunteer Manager, Red Cross SA
Supervisor
Phone: 8450 1566

These are any awards you have received or any special achievements in both school and your personal life. Include awards received in sport, scouts etc.

Here, list any long term interests you have had so the employer can get to know you. Sports and community groups or activities are always good ideas as they further demonstrate your skills and abilities.

It is best to list references who are not necessarily your friends or family but have a professional relationship with you like a past employer or teacher. Be sure to get the persons permission before listing their contact details.

