

**Name**  
Full Postal Address  
Home Phone Number  
Mobile Number  
Email

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### **CAREER OBJECTIVE**

Throughout my career I hope to be challenged as I strive to achieve quality results in (Put your job area in here). I am confident, hard working (in a team environment as well as during personal tasks) and I intend to work in (Put your job area in here) long term. I am self motivated and eager to learn (during a practical application of my theoretical studies put this bit in if you have a degree or certificate in the area you are applying in). I hope and trust that my enthusiasm will prove to be a benefit to the company for which I work.

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### **EDUCATION**

Put your University/Tafe/College 2004-2007

- Three Year degree in (Add Degree in here).
- Put in your major and minor subjects
- Any awards or acknowledgements you received
- Any High Distinctions or Distinctions

Higher School Certificate, (Put your school in here) (Date)

- If you haven't finished school yet- put in your current year
  - If you have finished school and got a decent UAI- chuck it in
  - Any Awards for Excellence or Achievement
  - Any Prizes
  - Any sport trophies or acknowledgements
  - Any activities where you excelled or were captain/vice-captain
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### **PROFESSIONAL EXPERIENCE**

Here's an example

#### **McDonalds/Woolworths/Any other retail job (put in the suburb)**

Retail Sales Consultant

November 2006- May 2007

#### Skills and Responsibilities

- Customer service and using retail sales computer applications including point of sale service.
  - Due to the large amount of customers I met, I learned how to be patient with rude or frustrated customers and I learnt communicate appropriately with all age groups. My communication and interpersonal skills were perfected in this job.
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### **WORK EXPERIENCE**

Put in any work experience you have done whether it was organized through school or in your time.

## **VOLUNTEERING**

Put any volunteering experience you have had. Good examples are:

- Called bingo at a nursing home
  - Collected for the Salvation Army/Red Cross
  - Volunteering at a Homeless Shelter
  - Meals on wheels
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## **EXTRA CURRICULAR INTERESTS**

- Sport (team sports are best)
  - Any position of authority at school or uni such as Captain, Sports Captain Music Captain/Vice Captain
  - Sports you enjoy watching
  - Where you have traveled to (As it is through these experiences you have developed a greater understanding of people and an acceptance of the different ways people live and work.)
  - If you like a particular category of books or magazines (seriously they like to know about your personality)
  - Clubs you are in
  - Responsibilities you have
  - What you do on the weekend
  - What subjects you most enjoy at University, College, Tafe or School
  - Anything you do that is interesting
  - Any hobbies you have
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## **REFEREES**

Put three people who can say some nice things about you (Anyone but your parents is good!). If you honestly think that none of your previous bosses or co-workers would have 100% nice things to say, get them to call a friend of yours, preferably one slightly older who is good at lying, who can pretend they were your past employer.