

# Your Name

---

D.O.B. Day/Month/Year

\* TO DELETE THESE TIPS, CLICK ON THEM AND PRESS DELETE

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

## Personal Details

---

**Address:** XXXXX

Provide your usual postal address, including the postcode

**Mobile:** XXXX XXX XXX

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

**Email:** xxxxx@xxxxxx.com

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. sugarcoated@ornerybugs.com)

## Career Objective

---

EG 1 I have recently left school to pursue work experience and a career path in mechanics. I am willing to undergo a traineeship to achieve my career goals (or I am currently studying part time in this field).

EG 2 After successfully completing my Year 12 in the area of maths and science, I am now focusing on a career in microbiology. While pursuing specialist science subjects at university, I am seeking a position that can help develop my practical lab skills and statistical analysis.

- A career objective explains what you're looking for and what you can offer, and shows that you've thought about what kind of work you want to do
- If this is your first job after high school you could reflect upon subjects you studied at school and any work experience you've done
- 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

## Skills & Abilities

---

### IT Skills

I am highly computer literate and proficient with the following programs:

- Microsoft Word
- Microsoft Excel
- Microsoft Access (and a range of other databases)
- Macromedia Dreamweaver
- Adobe Photoshop

I actively maintain my own webpage at [www.asdfghkl.com.au/janesmith](http://www.asdfghkl.com.au/janesmith)

- A great way to show your suitability for the job you're applying for is to list your skills under the same sub-headings used in the job advertisement or position description (e.g. if the job ad states the successful applicant must have strong IT skills you should include an 'IT skills' heading in this section)
- Include things that you do well (think about things that others have said you are good at - or better still, ask friends or family to make the list for you) - think about general skills as well as specific, job-related skills and abilities

## Other Skills

EG 1 I am an avid car enthusiast and for the past four years have assisted my father restore a 1965 FJ Holden. I have also been part of a local rally group and participate in club races every month as well as pit stop duties for the track.

EG 2 I developed strong scientific research skills through a range of projects undertaken in Years 11 and 12 (in both biology and geography streams). I continue to develop these skills through my university studies.

I further developed my practical science skills through work experience placements as a laboratory assistant in 2002.

I am an avid reader of scientific publications and journals and am specifically interested in the areas of microbiology and genetics.

Here you can include:

- Activities at school - both academic and extra-curricular
- Specific areas of skill e.g. administration, communication
- Helping family or friends
- Community work
- Your interests and hobbies
- Your social and personal strengths

## Education & Training

---

### Sample A

#### Education

**2005 - present**      **Bachelor of Science  
(Biology)  
MONASH UNIVERSITY**

**2004**                **Certificate of  
Education  
HIGHFIELD SECONDARY  
COLLEGE**  
Tertiary Entrance Score: 79.5

#### **Subjects and results**

English	B
Social Science	B
Mathematics	B
Biology	A
Geography	B
Physical Education	C

Provide a summary of your education history including your last year of secondary school and any course you're doing now. Start the list with your current studies and work backwards

If relevant you can list the subjects you studied and marks achieved – it's up to you

#### Academic achievements

**2003**                **Finalist - Science Talent  
Search, Science Teachers'  
Association Of Victoria**

You can include any additional relevant training you've completed (at school or otherwise) e.g. short courses, first aid certificates

<b>2002</b>	Entrant - Australian Mathematics Competition
<b>2001</b>	Member - CSIRO's Double Helix Science Club
<b>2001</b>	Member - Student Advisory Board

### Sample B

#### Education

<b>2005 - present</b>	<b>Studying part time at TAFE, AutoMechanics</b>
<b>2004</b>	<b>Certificate of Education HIGHFIELD SECONDARY COLLEGE</b>

List the name of the course and the name of the place you studied it, as well as an overview of the skills that you developed as part of the course

#### Skills developed

Sharpened my scientific research skills through my Year 12 project - a study of genetic mutations of the common fruit fly (*Drosophila melanogaster*)

Achieved high distinctions in the areas of:

- Statistical analysis
- Scientific modelling
- Research methodology

Developed strong leadership skills as Class Captain in 2002 and through leadership roles as student advisor to junior school students in 2003

## Work Experience

#### School Work Experience

<b>June 2002</b>	<b>Laboratory Assistant BUSH AND ALLEN</b> <b>Core skills:</b> preparing slides and samples, data analysis and documentation, stock control
<b>June 2001</b>	<b>Research Assistant CSIRO</b> <b>Core skills:</b> statistical analysis, data collection and

- List any work experience you've completed e.g. formal work experience programs at school. Start with the most recent and work back from there
- You can highlight key skills and abilities by listing specific tasks
- It's useful to list current or past part-time and casual positions too - even if these are not related to the type of work you're now seeking

collation, questionnaire  
development, conducting  
library and database  
searches

## Interests

---

**Swimming** - member of the Highfield Swimming Club

**Scientific research and investigation** - I am a member of several science-related chat rooms and bulletin boards and have developed my own webpage that focuses on both my scientific and other interests - [www.asdfghkl.com.au/janesmith](http://www.asdfghkl.com.au/janesmith)

**Cooking** - Asian food in particular

- Writing a bit about what you do in your spare time helps an employer get to know you. It's another chance to draw attention to your abilities and achievements
- Include things like team memberships, long-term interests and any informal training you've done through a social club or community group

## Referees

---

**Jenny Small**  
Science Teacher, Highfield Secondary School  
Mobile: XXXX XXX XXX

**Terry Underwood**  
Teacher, Highfield Secondary School  
Phone: XX XXXX XXXX

(Written reference enclosed)

### Who can be a referee?

Someone who knows you well, like a colleague, team-mate, coach, mentor, teacher or another member of the community you've worked with or helped out

### Including referees

Make sure you provide up-to-date contact details for your referees and make sure you get permission from them before including them in a resume

It also helps to tell referees a bit about the job you're applying for so they can think about how your skills and abilities will be relevant

### Written references

Written references are very useful to add to your resume to highlight your skills. Ask potential referees to write you a reference that describes your best skills and qualities