

Hayden Smith – Resume

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(Tip: Name, current address, phone number and email address are essential. Ensure that it is clearly displayed)

Career Objective

I am a Year 11 student seeking casual outdoor work to balance my student life. I am consistent, reliable, and enjoy working as part of a team. I have good communication and organisational skills. Key strengths include reliability, a willingness to listen and learn, and a responsible approach to tasks undertaken.

(Tip: Outline any work you have done, your strengths, experience and relevant expertise. Adjust the statement to reflect the role you are applying for. A career objective is useful if you don't have much experience but lots of motivation.)

Key Skills

- Strong ability to work as part of a team
- Demonstrated organisation skills
- Highly developed communication skills
- Trained in basic first aid
- Fit and healthy and able to do lifting and physical labour

(Tip: Include 5-9 key skills as dot points that you like using and that are relevant to the role. Begin with an action word such as 'demonstrated' or 'highly developed'.)

Education

2014 Park Hill Secondary College, Year 11

(Tip: List your most recent education qualifications first including any relevant university degrees and certificates. Professional development such as short training courses, workshops, licences, forms of accreditation, and other training can be included but is usually a separate heading. Education can be located after major capabilities or after the work history section.)

Work experience

December 2013 – March 2014

LT landscaping and gardening services : Gardening hand

Responsibilities and achievements: Worked as a helper to the gardener, mainly hand mowing and tidying up, but by the end of the time had progressed to using a blower.

June 2013 – February 2014

Argo Newsagency: Newspaper deliverer

Responsibilities and achievements: Delivered weekend newspapers to houses. As my speed and efficiency increased I took on rounds across a broader area.

(Tip: Focus on most recent work experience first. Include your job title, organisation name and dates. Years are usually sufficient but months can be included. Include a Responsibilities and achievements section for each role.)

Community Service

- Active member of the school fundraising committee for environmental issues
- Help with school community garden and tool cleaning after sessions
- Umpire soccer for Junior grades
- Tutor to junior players

(Tip: Highlight your contributions and in doing so elaborate on relevant experiences.)

Personal interests

Outdoor activities: surfing, kayaking, climbing

Campaigning for environmental issues

(Tip: Including a section on interests can be useful if it is relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)

Referees

Available on request

(Tip: You can simply write 'Available on request'. If you decide to include referee contacts advise the referee and indicate the type of roles that you will be applying for. You may also want to provide them with a copy of your resume.)