

Resume Template

Early school leaver with no work experience

If you've left school early and don't have a lot of work experience, your resume will be more like a personal information sheet than a job history.

How to use this template:

This template has been designed as a starting point for you to write your own resume. You can choose to leave out some sections and expand on other sections depending on your particular skills and experience. If you get stuck you'll find heaps more tips and advice in our Jobs & Careers section - check out our Applying for Jobs section to get started.

Tip # 1 – Your resume should be no longer than three pages. If it's longer there's a good chance that people won't want to read it.

Tip # 2 – Be specific. When listing your interests name the clubs you're a member of and any competitions you've participated in.

Your resume should include:

- **Activities you've taken part in** at school, in clubs or community groups, or even just with friends
- **Skills you've developed** - not just at school, these can be skills you've learned from helping out at home or helping friends, teachers or relatives
- **Your leadership and teamwork experience** - think about the roles you've played in groups you've joined, e.g. you may have strong leadership abilities or be great at following instructions, completing tasks or helping other people

Matthew Richards

D.O.B. 18.02.1988

Personal Details

Address: 12 Orchard Grove, Highfield, 3023

Mobile: 0412 566 310

Email: matthew.richards@gmail.com

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 your usual postal address, including the postcode

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

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)

Career Objective

I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks. I am a strong team player and always complete tasks to a high degree of quality and to deadline.

- A career objective explains what you're looking for and what you can offer. It shows that you've thought about what kind of work you want to do
- Even if you're just starting out, it's good to write down what you would like out of a job and what's the best thing you can offer
- 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

Achievements & Abilities

- Completed basic first aid
- A team player, able to motivate
- Organised and pay attention to detail
- Take pride in work and always achieve tasks to high quality
- Knowledge and practical use of personal computer including word processing, spreadsheets, email and websites
- Current driver's licence

Achievements

- Include any formal achievements e.g. awards or certificates such as First Aid, a music or sport qualification
- Now think about more informal achievements (things you're proud of) based on your activities, hobbies and interests both in school and out of school e.g. clubs you belong to, tasks you help out with at home or in the community

Abilities

- Jot down things that you do well (think about what other people say you're good at – or better still, ask friends or family to make the list for you)

Education & Employment

Sample A

Education

Year 10, Highfield Secondary College, 2004

You can list your subjects and results or just name the last year of school you completed (where and when) – it's up to you

Work History

After School Care Assistant (volunteer), Highfield Primary School, 2004 to present

School Work Experience

Reception and office duties, Sunnysdale Shoes, June 2003

- Include any relevant work experience (position, name of employer and length of employment) and if relevant list skills and achievements for each job. Start with the most recent and work back from there
- You can also include voluntary work

Sample B

Education

Year 10, Highfield Secondary College, 2004

English	Pass
Social Science	Credit
Mathematics	Pass
Biology	Credit
Geography	Pass
Physical Education	Credit

Work History

After School Care Assistant (volunteer), Highfield Primary School, 2004 to present

Core skills: assistance with activities, general administration

School Work Experience

Reception and office duties, Sunnysdale Shoes, June 2003

Core skills: telephone skills, word processing, file management, general office duties

- 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

Interests

- Swimming
- School basketball team member - premiers team in 1999, 2000 and 2003
- Computer Clubhouse member

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

Referees

Jenny Small

After School Care Manager, Highfield Primary School
Mobile: 0455 676 102

Terry Underwood

Teacher, Highfield Secondary School
Phone: 03 9567 4444

(Written reference enclosed)

Including referees

Make sure you provide up-to-date contact details of your referees and always make sure you have permission 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