

## Resume Template

### Finished school - no formal work experience

If you've completed Year 12 but don't have a lot of work experience, your resume will be more like a personal information sheet than a job history. It should focus on your academic achievements and other skills and abilities.

Jobs aren't the only place you develop skills and experience, so think about the other aspects of your life (at school, helping at home or through volunteer work or hobbies) where you've developed skills and abilities that would be useful on-the-job.

#### 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. This template resume is a bit longer because we've included tip boxes and options for you to choose from.

**Tip # 2** – Be specific. Don't just include the name of the company you worked for - specify the position you held and (if relevant) list tasks you completed or outcomes achieved.

#### Your resume should include:

- **Your academic track record** - either academic results or core study areas or both
- **Activities you've taken part in** at school, in clubs or community groups, or even just with friends
- **Skills and abilities you've developed** - these include practical skills you learned at school, such as computer skills or hands-on experience in your chosen field, as well as skills you've developed outside school (think about skills you've got from helping out at home or helping friends, teachers or relatives)
- **Any work experience** you've done through school work experience programs, volunteer work or through casual or holiday jobs - focus on the skills and strengths you developed
- **The roles you've played** in teams and the way you interact with others

# Jane Smith

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D.O.B. 06.03.1986

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

## Personal Details

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**Address:** 12 Station Street, Highfield, 3023

Provide your usual postal address, including the postcode

**Mobile:** 0431 554 660

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:** jane@yahoo.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. [sugar\\_coated@hotmail.com](mailto:sugar_coated@hotmail.com))

## Career Objective

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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

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### 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.ozemail.com.au/janesmith](http://www.ozemail.com.au/janesmith)

### Research Skills

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.

- 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

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

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### Sample A

#### Education

<b>2005 - present</b>	<b>Bachelor of Science (Biology) MONASH UNIVERSITY</b>
<b>2004</b>	<b>Victorian Certificate of Education HIGHFIELD SECONDARY COLLEGE Tertiary Entrance Score: 79.5</b>
	<b>Subjects and results</b>
	English B
	Social Science B
	Mathematics B
	Biology A
	Geography B
	Physical Education C

If you don't have a strong work history you can use this section to demonstrate your academic achievements and sell your strengths

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

<b>2003</b>	Finalist - Science Talent Search, Science Teachers' Association Of Victoria
<b>2002</b>	Entrant - Australian Mathematics Competition
<b>2001</b>	Member - CSIRO's Double Helix Science Club
<b>2001</b>	Member - Student Advisory Board

Don't forget to include any additional relevant training you've completed (at school or otherwise) e.g. short courses, first aid certificates

## Sample B

### Education

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

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

**2004**                      **Victorian Certificate of  
Education  
HIGHFIELD SECONDARY  
COLLEGE**

### 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

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### School Work Experience

**June 2002**                      **Laboratory Assistant  
BUSH AND ALLEN**  
**Core skills:** preparing slides and samples, data analysis and documentation, stock control

**June 2001**                      **Research Assistant  
CSIRO**  
**Core skills:** statistical analysis, data collection and collation, questionnaire development, conducting library and database searches

- 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

## Interests

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

- 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

**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.ozemail.com.au/janesmith](http://www.ozemail.com.au/janesmith)

**Cooking** - Asian food in particular

## Referees

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**Jenny Small**

Science Teacher, Highfield Secondary School  
Mobile: 0455 676 102

**Terry Underwood**

Teacher, Highfield Secondary School  
Phone: 03 9567 4444

(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