

## Resume Template

### Finished school - some formal work experience

If you've completed Year 12 and have some work experience (whether full-time, part-time, casual or voluntary) your resume should highlight your academic achievements as well as the skills and abilities you've gained at work.

#### 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. You might not feel comfortable providing a career objective, for example, 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 than three 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 your results or what you studied, or both
- **Skills you've developed** through work experience (it doesn't matter if the work you've done in the past is different from the kind of work you're looking for - focus on core skills that you can adapt to any work situation)
- **Things you've achieved** at work
- **The roles you've played** in teams and the way you interact with others

# Matthew Richards

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D.O.B. 18.02.1986

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

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**Address:** 12 Orchard Grove, Highfield, 3023

Provide your usual postal address, including the postcode

**Mobile:** 0412 566 310

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:** matthew.richards@gmail.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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I am keen to build on my hospitality skills and experience in a challenging professional environment. I take pride in my attention to detail and ability to effectively manage my time. As my qualifications and work experience demonstrate I am able to work under pressure and to a consistently high standard.

- 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
- You can use your career objective to demonstrate how your work experience has shaped your future career or job goals
- 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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### Communication skills

- Strong written and verbal communication skills
- Experience and ease communicating with a range of people including customers, suppliers, managers and work colleagues
- Experience and ease providing customer support (both verbal and written) including describing, suggesting and demonstrating products/services

### Technical skills

- Certified in responsible serving of alcohol
- Certified in Senior First Aid

### Administration skills

- Experience with a range of office duties including telephones, mail, filing, inventory and ordering

- 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 communication skills you should include a 'Communication Skills' heading in this section)
- Don't forget that work is not the only place you can develop skills and abilities. Think about what you've learned from clubs or interest groups or from helping out at home or in your community

## Event management skills

- Strong organisational skills
- Experience with managing venue hire, catering and guest lists

## Computer skills

- Hands-on experience with standard office and retail software including Word, Access and Excel

## Employment History

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### **Second Year Internship: Wonderland Tours September 2006**

**Core skills:** office administration, client liaison and database management

### **Vacation work: Highfield Hotel, October 2005 – February 2006**

**Core skills:** organising and preparing food, presenting food, cleaning and maintaining kitchen premises and providing responsible service of alcohol

### **Casual work: The Tea Cosy, waiter, December 2004 - present**

**Core skills:** customer service, preparing and serving espresso coffee, and cleaning premises and equipment

- List the position, workplace and period of employment for any jobs you've had, including volunteer positions or holiday jobs. Start with the most recent and work back from there
- Include a brief list of work skills and achievements for each job - this is a useful way of promoting your abilities and achievements
- You can also include voluntary work

## Education & Training

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### Sample A

#### Education

**2005 - present**      **Bachelor of Tourism  
and Hospitality  
Management  
WILLIAM ANGLISS  
INSTITUTE**

**2005**                      **Responsible Serving of  
Alcohol Certificate**

**Senior First Aid (St John  
Ambulance)**

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

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

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

**Tertiary Entrance Score: 79.5  
(English, VET Hospitality,  
Further Mathematics,  
Psychology, Business  
Management)**

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

**Completed Certificate III in  
Hospitality (Operations)**

## **Academic achievements**

- 2004** Highfield Secondary College  
VET Hospitality Award (for  
receiving the highest study  
score of the class)
- 2003** National finalist –  
WorldSkills VETiS  
competition (Food &  
Beverage)
- 2002** Member of Student Soup  
Kitchen (cooked and sold  
soup at school to raise  
funds for charity)

## **Sample B**

### **Education**

- 2005 - present** **Bachelor of Tourism  
and Hospitality  
Management  
WILLIAM ANGLISS  
INSTITUTE**
- 2004** **Victorian Certificate of  
Education  
HIGHFIELD SECONDARY  
COLLEGE**

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**

Learned and continually improved my skills in food preparation and presentation while completing Certificate III in Hospitality (Operations).

Tested my knowledge and application of skills in the Food & Beverage section of the WorldSkills Australia VETiS competition in which I won regional and state based rounds and went on to compete as a national finalist (2004).

## Interests

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Cycling – participant in Great Victorian Bike Ride 2005 and 2006

Community work - volunteer mentor with Big Brothers Big Sisters 2005 – present

- 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

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### **Jenny Small**

VET Hospitality Teacher,  
Highfield Secondary School  
Mobile: 0455 676 102

### **Terry Underwood**

Manager, Highfield Hotel  
Phone: 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 always check that it's okay with referees 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 are relevant to the job

### **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