

Resume Builder

***** There are extra pages attached in case you need more room for any section – WE LOVE INFORMATION!**

Name:
Address:
Phone Number:
Mobile:
Email:

Position sought

Training / Qualifications / Education/Licences:

List any training, professional development, education or formal qualifications you have completed that may be relevant to the position you are seeking.

Essential Information:

- Name of course / licence
- Training Provider or place where licence attained from (eg Tafe)
- Date completed / date issued

Work History

Previous employment history and or work experience – please provide as much information and detail as possible!

Information required for each job:

- Position held:
- Company Name:
- Starting and Finishing Dates - eg (2006 – 2007)
- Duties / Responsibilities: (more information rather than less)
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Achievements

An area to highlight any specific achievements which further demonstrate your skills and abilities

Eg: Negotiated and won contract to provide Corporate Uniforms for large company greatly impacting on store profits.

Some of the things you might talk about are

- Saving money for an organisation
- Streamlining processes
- Survey eg OH & S
- Running a section / department / workgroup
- Community / charity activity
- Awards (school / workplace / community service)
- Creating new systems
- Introduction / application of quality systems
- Marketing
- Understanding / implementing policies / acts / regulations

Community Service / Volunteer Work

- Position held:
- Company Name:
- Starting and Finishing Dates - eg (2016 – 2017):
- Duties / Responsibilities:

Any other information:

Any other information you believe will help to sell you!!!

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Referees

Try to have three referees that are **WORK** related where possible.
Make sure these people know that they are going to be a referee for you and ensure that you choose people that will give you a good reference!!!!

Name:
Job Title:
Company:
Phone Numbers:
Name:
Job Title:
Company:
Phone Numbers:
Name:
Job Title:
Company:
Phone Numbers:

Career Summary

The career development centre will work with you on this area. The career summary is a focused summary that supports your job objective. It is a short summary providing potential employers of a "snapshot" of the skills and experiences you have.

Some Examples if you would like to have a go yourself:

- *Committed to a career in the Health Services Industry combining current work and studies of Certificate III in Aged Care. Experienced in the provision of home care and domestic help including personal management and health care, housekeeping and general cleaning and administering of medications from webster packs. Competent in maintaining client files noting daily actions. Background as cook developing skills in time management and organisation. Effective communication ability with practice relating to a wide spectrum of individuals throughout working roles. Current senior first aid certificate and national police clearance.*
- *Certificate II in Business combined with three years' experience in a busy administration and customer service role with experience in operating a PABX telephone system. Highly developed skills in administration, office and reception with the ability to streamline processes contributing to quality management and increased efficiency. Well-developed communication and interpersonal skills with experience communicating at all levels including local and state government, community groups, general public, local businesses, team members and contractors. Exceptional time management, planning & organisational skills and able to perform all tasks in an accurate and timely manner with little supervision. Socially mature, well presented and able to manage the pressure associated with meeting multiple responsibilities.*
- *Exceptional skills in customer service as demonstrated over 14 years in the Hospitality Industry. Recognised for strong customer focus and ability to coordinate a range of services on an individual or group basis liaising closely with customers to ensure needs are delivered. Particular skills in leadership and staff management including recruitment, training, development and productivity. Demonstrated success in all facets of hospitality industry gaining skills in Food & Beverage services, Accommodation, Functions & Special Events. Competent in computing applications, various P.O.S software packages and end of day sales reports. Committed to excellence and taking opportunity to work with a company that provides leadership, hands on training, support and opportunity.*
- *Demonstrated ability to work 12 hour shifts over 12-14 day rosters. Successfully undertake regular drug and alcohol testings. Able to live away from home and manage the demands of shift work. Highly skilled in Mobile Plant operations including tractors, front end loaders, graders and trucks with relevant accreditation and licenses. Demonstrated success in the servicing and maintenance of John Deere Skidders, Chippers, Valmont Forwarders, excavators and trucks. Experienced at working on machinery "on-site" complying with Safety procedures. Excellent communication skills gained over 20 years in roles encompassing electrical linesman, civil construction, machine operator and trades assistant. Able to work and lead a team creating an efficient and effective work environment. Good understanding and applied knowledge of Occupational Health & Safety and First Aid. Adept in recordkeeping and maintaining detailed paperwork.*