**Name**

Mobile

Email

LinkedIn URL

**CAREER SUMMARY/PROFILE/OBJECTIVE**

Depending on your situation.

**RELEVANT SKILLS AND ABILITIES:**

**Technical Skills:**

- Add specific skills here that you have learnt in your course.

- Any other technical skills such as cash register, retail.

- Add any specific software or administration skills.

**Communication:**

- Demonstrated customer service at …

- Listened to teachers/employer instructions within course work and previous employment.

- Clarified tasks when required and demonstrated correct understanding.

- If you have experience with assisting complaints or difficult customers add it here.

**Team work:**

- Supported team members in …

- Participated in team building activities in course by ….

- Assisted student team members to develop class presentations resulting in …

- Demonstrated community support at ...

**Organisation and Management:**

- Assisted planning of group work at …

- Organised functions for ….

- Developed the building of community involvement for …

- Coordinated fund raising for …

**QUALIFICATIONS**

Qualification 2016

**Chisholm Institute**

Qualification 2013

**Institute**

Secondary school level that can be added. 2009

**College**

**Certificates & Licences**

- Victorian Drivers Licence

- National Police Name Check

- Working With Children Check.

**Affiliations**

- ACA - student member

**VOLUNTARY WORK**

Work experience 2015

Company

Statement of role *Greeting clients at SCAAB at reception. Maintaining data records on clients*

**EMPLOYMENT**

RoleTitle 2014

Company

Role statement:

Achievements: Staff member of the month

Role Title 2010

Company

Role statement:

**INTERESTS**

- Aim to match interests that demonstrate work/life balance or added values for the position e.g: community network or activity involvement.

**REFEREES**

Name

Title

Mobile