



Career Information

- Examples of Resumes



Curriculum Vitae

<Your Name>

Personal Details and Information:

Name:

Residential Address:

Home Telephone Number: (07)

Mobile Telephone: 04

Email Address:

Career Objective: - eg

To gain part-time employment in the customer service industry where I can utilise both my previous experience and strong people skills

Qualifications, Certifications and Education

■ Bachelor of Business

ABC University

Marketing Innovations, Human Resources, Accounting, Corporate Finance, International Business

■ Certificate III Business - Eg

Sarina Russo Schools | Australia

Microsoft Packages/ MYOB/ Touch type 50 wpm

Business Communication

Workplace Relations and Communications

Word Processing

■ Year 12 – Senior Certificate

Name of School

Subjects – Visual Arts, Modern history, Religion, Math's A, English, English, Science, Dance

■ Hospitality Professionals

Institute of TAFE

ABC in Espresso making

Responsible service of alcohol

Advanced Espresso

Work Related Skills and Attributes

- Customer service skills and experience
- Proficient in all aspects of office administration
- Well developed organisational skills
- Professional telephone manner
- Conflict resolution and active listening skills
- Effective written and oral communication skills
- Ability to work within a team or autonomously
- Excellent interpersonal skills and an ability to communicate with people at all levels

Resume example 1

Your Address QLD 4000
Mob: 0422 000 000
Home: 3333 3333
yourname@hotmail.com

Your Name

Objective

To secure employment in a customer focussed role. To become a successful team member of a **Retail Travel store**. To meet and exceed set targets whilst maintaining my customer focus.

Education |

Certificate III Tourism Sarina Russo Schools | Australia

- Galileo
- Fares and ticketing
- Customer service
- Tourism operations
- International and domestic destinations

Year 12 – Senior certificate Brisbane High School

Skills |

- Customer service
- Stock Management
- Skill
- Demonstrated ability to work towards and meet deadlines
- Skill
- I am a fast learner and acquire new skills quickly
- Enthusiastic to learn
- Skill
- I consider myself to be reliable, flexible, a lateral thinker and possess a great attention to detail
- Effective interpersonal and communication skill

Employment History |

Customer Service

Woolworths Ltd.

Current since July 2000

- Answering customer queries, directing customers to product locations and correct aisles
- Duties
- Skill

Customer Service

Fruit Market

Jul '00 – Jan '00

- Providing customer service on shop floor, advising customers on product choice and location of goods
- Skill
- Duties

Shop Assistant

Company Name

Jul '00 – Oct '00

- Stock management
- Provided customer service and advice on goods
- General maintenance and cleaning

Referees |

Joe

Mob: 0422 000 000

Team Leader, Fruit Market

Frank

Ph: 3333 3333

Family friend

Resume example 2

Resume of your name

PERSONAL DETAILS

Name:

Address:

(Street address, suburb, QLD post code)

Telephone:

Mobile:

Email:

Licences/Tickets:

Transport:

CAREER OBJECTIVE – make up your own objective

To gain employment within an organisation that will utilise my current skills and also allow for personal and professional development.

EDUCATION

Jan05-Feb05

Name of course

Sarina Russo Schools | Australia

Microsoft Packages / MYOB / Touch type 50 wpm

Business Communication

Workplace Relations and Communications

Word Processing

Finance / Recruitment

Year

Full name of course

Name of institution:

Modules (if relevant):

WORK RELATED SKILLS AND ABILITIES

ie. High level of customer service; coffee making skills, etc

- Sales and Retail
- Hospitality
- Administration
- Advanced Word, Excel, Power Point, Access, MYOB
-

PERSONAL ATTRIBUTES

Choose 5-6 that are particularly relevant to the type of work you do

- Self Motivated
- Excellent Communication and Interpersonal Skills
-
-
-

EMPLOYMENT HISTORY

Include month, year and key duties for each position (start with the last job first)

Jan 2002 – Dec 2004

**Job/Occupation Title: Sales Assistant
Company name: Myer Shopping Centre**

Duties:

- Customer Service
- Cash Handling
- Maintain Store Presentation
- Stocktake / Ordering Stock
-

Dates from & to

**Job/Occupation Title:
Company name:**

Duties:

-
-
-
-
-

Dates from & to

**Job/Occupation Title:
Company name:**

Duties:

-
-
-
-
-

Dates from & to

**Job/Occupation Title:
Company name:**

Duties:

-
-
-
-
-

HOBBIES AND INTERESTS

Keep them mainstream – something that shows you are fit, get along with people, team involvement, community help, and anything academic related.

-
-
-
-
-

WORK REFEREES

Preferably supervisor or colleague from last 2 places of employment.

Name:

Name:

Position:

Position:

Company name:

Company name:

(07) Contact number(s):

(07) Contact number(s):

PERSONAL REFEREES (Optional)

Character referees are from an “upstanding citizen” who has known you for at least 2 years – teacher, nurse, JPs, business owner, landlords, etc.

Name:

Name:

Position:

Position:

Company name:

Company name:

(07) Contact number(s):

(07) Contact number(s):

Resume example 3

Resume of your name

PERSONAL DETAILS

Name:

Address:

(Street address, suburb, QLD post code)

Telephone:

Mobile:

Email:

Licences: Open Licence

Transport: Own Transport

CAREER OBJECTIVE




To gain employment within an organisation that will utilise my current skills and also allow for personal and professional development

EDUCATION AND FURTHER TRAINING

Jan 05 – Feb 05

Diploma Hospitality Management

Sarina Russo Schools | Australia

-  Customer Service
-  Food and Beverage Service
-  Responsible Service Alcohol

Year

Full name of course

Name of institution

Modules (if relevant):

DEMONSTRATED ABILITIES

- Organisational skills
- Time management
- Administration skills
- Communication and interpersonal attributes
- Customer service
- Sales and Hospitality experience
-
-
-
-

EMPLOYMENT HISTORY

Include month, year and key duties for each position (start with the last job first)

Jan 2002 – Dec 2004

**Job/Occupation Title: Sales Assistant
Company name: Myer Shopping Centre**

Duties:

- Customer Service
- Cash Handling
- Maintain Store Presentation
- Stocktake / Ordering Stock
-

Dates from & to

Job/Occupation Title:

Company name:

Duties:

-
-
-
-
-

Dates from & to

Job/Occupation Title:

Company name:

Duties:

-
-
-
-
-

HOBBIES AND INTERESTS

- Movies
- Music
- Socialising with friends

WORK REFEREES

Name:

Name:

Position:

Position:

Company name:

Company name:

(07) Contact number(s):

(07) Contact number(s):

Resume example 4

Resume of your name

PERSONAL DETAILS

Name:

Address:

(Street address, suburb, QLD post code)

Telephone:

Mobile:

Email:

Licences/Tickets:

Transport:

CAREER STATEMENT

To gain employment within an organisation that will utilise my current skills and also allow for personal and professional development

EDUCATION AND FURTHER TRAINING

Jan05-Feb05

Certificate III in Tourism

Sarina Russo Schools | Australia

- ✓ Customer Service
- ✓ Travel Destinations International and Domestic
- ✓ Tourism Office Operations
- ✓ Computerised Reservation System (Galileo)
- ✓ Fares and Ticketing
- ✓ Travel Products International and Domestic

Year

Full name of course:

Name of institution:

Modules (if relevant):

WORK RELATED SKILLS AND ATTRIBUTES

ie. High level of customer service; coffee making skills, etc

- Organisational skills
- Time management
- Administration skills – word, excel, power point
-

EMPLOYMENT HISTORY

Include month, year and key duties for each position (start with the last job first)

Jan 2002 – Dec 2004

Job/Occupation Title: Sales Assistant
Company name: Myer Shopping Centre

Duties:

- Customer Service
- Cash Handling
- Maintain Store Presentation
- Stocktake / Ordering Stock
-

Dates from & to

Job/Occupation Title:

Company name:

Duties:

-
-
-
-
-

HOBBIES AND INTERESTS

Keep them mainstream – something that shows you are fit, get along with people, team involvement, community help, and anything academic related. Avoid including interest in further study or travel.

-
-
-
-
-

PROFESSIONAL REFEREES

Preferably supervisor or colleague from last 2 places of employment.

Name:

Name:

Position:

Position:

Company name:

Company name:

(07) Contact number(s):

(07) Contact number(s):

PERSONAL REFEREES (Optional)

Character referees are from an “upstanding citizen” who has known you for at least 2 years – teacher, nurse, JPs, business owner, landlords, etc.

Name:

Name:

Position:

Position:

Company name:

Company name:

(07) Contact number(s):

(07) Contact number(s):

Curriculum Vitae

Teale Williams

Personal Details and Information:

Name: Teale Williams
Residential Address: 25 Oxley Street
Capalaba. QLD. 4157

Home Telephone Number: (07) 3245 5378
Mobile Telephone: 0402 136 911
Email Address: teale3@hotmail.com

Career Objective:

I aspire to succeed in all jobs I undertake. I am hard working, reliable, and honest. I enjoy working with other people and am able to work individually as well as in a team. I currently studying Tourism at Russo College and am looking for casual employment whilst doing so.

Qualifications, Certifications and Education

- **Feb 06 – Dec 06**
Diploma Tourism Management
Sarina Russo Schools | Australia
- **Dec 2005**
Country Hospitality Services
Responsible Service of Alcohol
- **1999 – 2004 Year 12 – Senior Certificate**
Coffs Harbour High School
Subjects
Advanced mathematics, advanced English, health and physical education, food technology, hospitality operations

Employment History:

Nov 2002 – Jan 2006
Company Name: McDonalds – Coffs Harbour
Position Held: Sales Assistant

Responsibilities:

- Customer service – Front counter service and drive through
- McCafe service and acting co-ordinator
- Crew trainer – staff training
- McHappy day co-ordinator
- Assist customers with enquiries
- Cash handling and EFTPOS

July 2002 – Nov 2002

Company Name:

Foreshores Cafe

Position Held:

Waitress (Work Experience)

Responsibilities:

- Serving customer and taking orders
- Preparation of beverages
- Food and beverage service
- Working as apart of a team
- Cleaning and maintaining work area

July 2002 – Nov 2002

Company Name:

Dave's Steakhouse

Position Held:

Kitchen Hand (Work Experience)

Responsibilities:

- Cooking and preparing food
- Working as a team and also unsupervised
- General cleaning and maintenance of work place area

Work Related Skills and Attributes

- Customer service skills and experience
- Proficient in all aspects of office administration
- Well developed organisational skills
- Professional telephone manner
- Conflict resolution and active listening skills
- Effective written and oral communication skills
- Ability to work within a team or autonomously
- Excellent interpersonal skills and an ability to communicate with people at all levels

Personal Attributes:

- Flexible and adaptable
- Positive attitude/ Punctual and reliable
- Professional presentation/Confident
- Possess integrity and a strong work ethic

Volunteer Work

- Red Cross Shield Appeal / Assistance with Smith Family Fundraiser
- Clean up Australia Day / Daffodil Day – Cancer Council

Referees

Referees

Name: Angus Smythe

Position: Manager - McDonalds

Coffs Harbour – (02) 6650 9665

Name: Ken Crabbe

Position: Physical Education Teacher and Mentor

Coffs Harbour High School Ph: (02) 6652 3466