

1. Resume – How to make your resume stand out from the pile

Your resume is the most important document you prepare to show to a future employer who may hire you.

It is a summary about your qualities that may impress an employer.

Here is an example of what a completed resume looks like. (You can find this example by going to JobJump's menu item **My Job**. Select **Find My Job Ads**. In the middle of the screen click on the tab **View an Example Resume**).

Jane Student

103 Pleasant Street, Townview NSW 2999 M: 0433 999 888 E: jane.student@hotmail.com

Personal Goal
I aim to establish one of Sydney's most successful fine dining restaurants.

Education
2016 Townview TAFE
Completed Certificate 3 Hospitality
Modules included: Applied culinary skills, food preparation, plating and presentation skills.

2010 to 2015 Townview High School
Completed the Higher School Certificate.
Subjects studied: English, Mathematics, Biology, Modern History, Food Technology, Visual Arts.

2015 St Johns Ambulance First Aid course.

Employment History
June 2015 to the present - Employed as a kitchen hand at Best Dining Restaurant, Townview.
Duties included food preparation, plating meals, serving meals to customers, washing and cleaning, stock control.

February 2014 to the present - Assistant at Meals on Wheels, Townview.
Duties included preparing meals, parcelling and delivery to homeless and disabled people in the Townview area.

Demonstrated Personal Qualities
Communication
• I can speak confidently in front of large audiences. I have had experience participating in classroom debates as well as representing the school at competitions.
• I am able to speak and write in Japanese.
Team work
• I have had experience working as a part of a team in both classroom experiences and through my participation in school sport.
• I have been a member of the local community soccer team since 1999.
Learning
• I am interested in carpentry, metal work and the construction of things and have taught myself to build and fix a variety of things
Planning and organising
• I was a member of the school social committee and was responsible for booking the date and venue for my Year 10 Formal.
Technology
• I am able to use the following software programs: - Microsoft Word - Excel - Photoshop.

Interests and Hobbies
I enjoy making and creating new recipes. I like to challenge myself by experimenting with new ways of cooking.
My other hobbies include swimming, reading, writing stories

Referees
Mrs M Employ. Year Adviser. Townview High. M: 0422 333 444
Ms J Hill. Manager, Pizza Hut Townview. M: 0411 777 888
Mr B Cool. Neighbour. 21 Mountview Street, Townview. M: 0400 009 001

Follow this resume to guide you line by line to show you how to write your resume.

Name: Jane Student

Address: 103 Pleasant Street *(Your number and street address here)*

Townview NSW 2999 *(Your suburb, state and post code here)*

Ph: 02 999 8888 *(Land line phone)*

Mobile: 0433 999 888 *(Mobile phone)*

Email: jane.student@hotmail.com *(Email address)*

Personal Goal

I aim to be.....*(write here your ambition. For example, I aim to run one of Sydney's most successful fine dining restaurants).*

Education

2018 Townview TAFE

Completed Certificate 3 Hospitality

Modules included:*(List the modules you completed successfully)*

2013 to 2018 Townview High School

Completed the Higher School Certificate.

Subjects studied: English, Mathematics, Biology, Modern History, Food Technology, Visual Arts.

(Have you done a First Aid course? If so, write in here).

Employment History

June 2016 to the present. Employed as a kitchen hand at Best Dining Restaurant, Townview. Duties included.....*(write here the jobs you did).*

(You can include any voluntary work you have done here too).

Demonstrated Personal Qualities

I am a person who is:

.....*(write here the Personal Requirements for this career and in particular the qualities the employer may be seeking if you are replying to their advertisement).*

Interests and Hobbies

.....*(write more detail on the ways you have demonstrated your passion for this career such as doing a project. **To find your project to do**, go to menu item **My Career** and select your career).*

.....*(write the other hobbies and sports you have and the teams and clubs you belong to. Have you had any successes or achievements such as being Captain, won an award, been grand finalists?)*

Referees

Name:

Address:

Phone No:

Name:

Address:

Phone No:

Name:

Address:

Phone No:

(List above up to 3 people who will support your application. They can not be your personal friends or any relative. Make sure to get in touch with these people to let them know an employer may call them to ask them about

what you are like as a person and what work qualities you possess).

