NAME

# Contact Details:

|  |  |
| --- | --- |
| Address: |  |
|  |  |
| Telephone: |  |
| Email |  |

# Personal Profile / Objective:

(In here write briefly who you are and what you are offering the employer Example: I am a year 10 student looking for part time casual work after school and on weekends in the *(retail / food / hospitality)* industry. I can offer *(company)* an employee who is great with customers, someone who turns up on time, follows instructions and does what they say they are going to do).

# Education and Training:

**2018 Year 10 Shailer Park State High School** *(change as require)*

**Subjects:**

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| --- | --- |
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# Skills and Abilities

(e.g. Good Communication, Computer Skills, Organisational skills, Responsible and reliable – make sure you can give examples if asked)

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# Work Experience:

(include in here any work you have done giving the dates or year that you did it, who you did it for and where, then list out what you did next to the bullet points.

You can also include volunteering, fundraising, babysitting, pet sitting, household chores you are given e.g. cooking, cleaning, mowing yard, gardening etc. Again, who you did it for, when and where)

**Dates/Year: Company: Location:**

**Duties/ Responsibilities:**

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**Dates: Company: Location:**

**Duties/ Responsibilities:**

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# Hobbies and Interests:

(include here what you do in your spare time – put in here if you are a member of any sports club / group / church etc.)

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# References:

(Include 2 referees – people that know you and can provide information about you – e.g. teacher / family friend / someone you’ve worked for)

|  |  |
| --- | --- |
| **Name**: | **Name**: |
| **Phone**: | **Phone**: |
| **Email**: | **Email**: |