

School Leaver's Resume:

In each of the 'template' resumes on our website our aim is to provide a guide to help you, a guide that follows the principles discussed in the book.

*Remember there is no absolutely right and wrong way to write or format a resume - as long as you keep in mind that it's a **marketing** document to promote you. So keep it short and don't clutter it with the verbal waffle that seems to afflict about 80% of all resumes.*

*It is your choice whether to include personal details such as age or marital status. Employers and recruiters are not allowed to ask for them, but you **are** allowed to include them.*

Lisa Smith

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Career Objective:

I am seeking an interesting junior administration position which would allow me to utilise my organisational skills and gain experience and opportunities in the work force.

Skills:

Time management:

I have had to learn to manage my time well as I was involved in several extra-curricular activities at school and had to achieve a balance between those activities and my school work. I was able to be prompt with meeting school work deadlines and continue my participation in other activities by organising myself well. I believe these organisational and time management skills will prove useful in the workplace.

Communication:

Volunteering as a soccer referee has taught me valuable communication skills, primarily in being able to act assertively and deal with problems both on and off the field through diplomatic mediation. Furthermore I participated for two years in a debating team at my high school which improved my public speaking ability.

Customer Relations:

My work experience at a Bakers' Delight provided me with some experience in dealing with customers. The management instructed me in the best ways of

assisting customers, which I always did to the best of my ability. I am keen to apply this experience in a different work force.

Computer Skills:

During my school career I took a semester course on computer literacy. I have a relatively good knowledge of Microsoft Word, Excel, Powerpoint and Access and a basic knowledge of Adobe Acrobat and Photoshop.

Education:

2004 - Higher School Certificate, Wollongong High School

University Admissions Index: 85

Subjects: French, Mathematics, Economics, Modern History and English

Academic Achievements:

2002 – High Distinction in the UNSW English Competition

2003 – Achieved top student in Modern History at Wollongong High School

Employment History:

Jan 2002 – Aug 2003 Part-time Sales Assistant

Bakers' Delight, Woollongong

Duties:

- Serving customers
- Using cash register
- Cleaning kitchen and store area
- Re-stocking and tidying display cabinets

Achievements:

- Awarded Employee of the month in Nov 2002

Interests and Activities:

I am a keen soccer and basketball player. I also play the saxophone and was a member of the school orchestra. I am very interested in debating, public speaking and cooking.

Referees:

Mr Paul Johnson - Owner of Bakers' Delight franchise

(02) 9787 8787

Mrs Marie Jones – Coach of Soccer team

(02) 9656 5656