

EXAMPLE RESUME 1

NAME Mary Smith

DATE OF BIRTH 25/3/1985

ADDRESS 21 Lakeview Drive, Avoca NSW 2234

TELEPHONE 02 6754 2399

EDUCATION Year 11, Greenacres State High School
1997

Subjects

English	Level 2	Pass
Social Science	Level 2	Pass
Science	Level 2	Lower Pass
Mathematics	Level 2	Pass
Speech and Drama	Level 2	Pass
Home Economics	Level 2	Credit
Garment Construction and Pattern Drafting	Elective	Pass

SCHOOL WORK EXPERIENCE

Jupiter Jeans (factory) - Terrigal 2/9/1996 – 16/9/1996
Machine Operator – Making belt loops

WORK HISTORY

Haven Newsagency – Copacabana 5/8/1997 – present
Bi-Lo Store – Kincumber 7/12/1996 – 15/5/1997

WORK SKILLS Customer service, use of electronic cash register, stock pricing and display, gift wrapping, stock control and ordering, sewing machine operation.

HOBBIES, SPORTS AND INTERESTS Swimming, school hockey team member, modern music, sewing and fashion, evening modeling course with Fays Fashion Agency.

PERSONAL CHARACTERISTICS Disciplined, tidy, reliable, works hard, has goals.

REFERENCES School Reference (copy enclosed)
(Normally not necessary to enclose references with resume. If people do then send copies not originals)

REFEREES Mrs Brown, Haven Newsagency.
Telephone 4325 437
Mr Green, Jupiter Jeans.
Telephone 4369 8544

EXAMPLE RESUME 2

PERSONAL INFORMATION

Name: Mary- Jane White
Address: 54 Circle Street Kariong NSW 2110
Telephone: (02) 4342 1138
Email: mjwhite@hotmail.com

EDUCATION

2004 Gosford High School
Currently in Year 11

<i>Subjects:</i>	<i>English</i>	<i>Level 2</i>	<i>Pass</i>
	<i>Social Science</i>	<i>Level 2</i>	<i>Pass</i>
	<i>Science</i>	<i>Level 2</i>	<i>Pass</i>
	<i>Mathematics</i>	<i>Level 2</i>	<i>Pass</i>
	<i>Speech & Drama</i>	<i>Level 2</i>	<i>Pass</i>

AWARDS

2001
Highest Achieving Student in Level 2 Science

COMPUTER SKILLS

Can competently use the following software:

Word 2003 Outlook 2003
Excel 2003 Publisher

WORK HISTORY

<i>2/12/2002 – Present</i>	<i>Haven Newsagency, Copacabana</i> <i>Cashier</i>
<i>7/12/2001 – 15/5/2002</i>	<i>Bi – Lo Store, Kincumber</i> <i>Customer Service Officer</i>
<i>2/9/2001 – 16/9/2001</i>	<i>Jupiter Jeans (factory), Terrigal</i> <i>Work Experience</i>

WORK SKILLS

Customer service, use of electronic cash register, stock pricing and display, gift wrapping, stock control and ordering, sewing machine operation

HOBBIES, SPORTS AND INTERESTS

Swimming, school hockey team, modern music, sewing, fashion

REFEREES

Ms Thompson, Owner, Haven Newsagency
12 Knowles Ave, Woy Woy NSW 2344. Ph: (02) 4325 6744

Mr Davies, Manager, Jupiter Jeans
22 Evermore St, Bensville NSW 2156. Ph: (02) 4356 8900