

# Example 1

## Shannon Doe

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**Address:** 30-32 Pomeroy Street, Homebush, NSW, 2140  
**Date of Birth:** 25<sup>th</sup> October, 1997  
**Home:** (02) 9704 1519  
**Mobile:** 0421 787 349  
**Email:** shannon.doe@hotmail.com

### Education and Training

**Level:** Higher School Certificate  
**School:** Homebush High School  
**Dates:** 2014  
**Subjects:** English, Mathematics, Business Studies, Commerce, History, Geography.

### Licences and Certificates

Drivers Licence (Provisional 2) and own reliable transport.  
2013 First Aid Certificate

### Other Achievements:

**Sporting:** Cricket for ABC Cricket Club  
**Voluntary:** Volunteered at the Mardi Gras parade in 2014  
**Academic:** First in class, Mathematics.

### Employment History

**Company:** McDonalds, Homebush  
**Title:** Customer Service Assistant  
**Dates:** August 2012 - present  
**Duties:** Crew trainer, customer service, cook, washing-up and cashier.

**Company:** Muffin Break, Homebush  
**Title:** Customer Service  
**Dates:** December 2013 – March 2014  
**Duties:** Customer service and waitress.

### Work Experience

**Company:** JCR Carpentry  
**Contact:** Steven Smith  
**Dates:** July 2013 (2 weeks)  
**Duties:** Answering phones, filing and basic administration duties.

### Referees

**Name:** Tamara King  
**Company:** McDonalds, Homebush  
**Title:** Shift Manager  
**Contact Number:** 0435 618 974

**Name:** Steven Smith  
**Company:** JCR Carpentry  
**Title:** Manager  
**Contact Number:** Office – (02) 9423 6524  
Mobile – 0432 619 546

## Example 2

# Pam Beesly

Email: [PB@gmail.com](mailto:PB@gmail.com)

Mobile: 0401 456 479

Mailing address: 30-32 Pomeroy Street, Homebush, NSW, 2140

## Summary

Results-driven student currently pursuing a business qualification with strong customer service skills and ability to lead by example. Excellent work ethic and strong team player seeking full-time employment.

### Skills

- First aid and CPR
- Strong communicator
- Regulatory compliance

## Work history

### **Administration officer, 2019-2022**

#### **Dunder Mifflin Paper Company**

- Creating spreadsheets for flight timetables.
- Assisting in managing social media for the company.
- Copied, logged and scanned supporting documentation.

### **Lifeguard, 2016-2019**

#### **Scranton Pool**

- Maximized customer satisfaction by greeting all pool patrons with courtesy and resolving any issues promptly and with a positive attitude.
- Attentively watch over swimmers being quick to identify those in distress.

## Education:

**Scranton High School, graduated 2018**

## Certifications

- HLTAID001 provide cardiopulmonary resuscitation
- HLTAID002 provide basic emergency life support
- HLTAID003 provide first aid

## ADAM SMITH

Email: [adamsmith@xmail.com.au](mailto:adamsmith@xmail.com.au)

Mobile: XXXX XXX XXX

### ***Recent school leaver seeking to start a career in warehousing***

Confident and articulate individual with commended ability to work with others to achieve set outcomes. Young yet mature school leaver with developed employability skills and personal attributes that support the transition from education to full-time employment. Leadership and communication skills developed and demonstrated through engagement in sports clubs and associations. Motivated individual keen to obtain employment in warehouse and operations environment. Key strengths include strong attention to detail and willingness to learn and develop professionally.

#### **Key skills include:**

- Customer service
- Problem solving
- Team work
- Task allocation
- Supervision
- Records management
- Cash handling
- Transaction processing
- Stock control
- Coaching

**Technical Skills:** Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ General SAP use

## EDUCATION

### **Elwood Secondary College**

Year 10

2021

#### *Achievements:*

- **2020:** Principal's award for dedication demonstrated by sporting contributions and achievements.
- **2019:** Community recognition award for working as a buddy for newly enrolled Year 7 students.

## PERSONAL ATTRIBUTES

- **Verbal Communication:** Recognised ability to communicate with a range of individuals from different cultures and backgrounds. Demonstrated by 3-year captaincy of Captain of Elwood AFL team.
- **Commitment & Dedication:** Willing to provide long-term ongoing contribution and commitment to an organisation. Demonstrated by membership of local AFL team for over 5 years.
- **Collaborative Team Member:** Ability to collaborate with team members. Demonstrated by group work assignments, professional work experience placements and captaincy of Elwood AFL team since 2015.
- **Reliable:** Commended reliability as team member and supporter.
- **Honest:** Strong personal morals and ethics ensure complete honesty and transparency. Demonstrated by managing cash count at fundraisers and events in school community.

## STUDENT WORK EXPERIENCE PLACEMENTS

### Acme Transport and Warehouse Centre (2021)

Warehouse Assistant (2-week Work Experience Placement)

Worked in fast-paced warehouse environment over a 2-week placement period. Worked full-time hours and assisted as a member of the receipt and despatch warehouse team.

#### *Achievements and Contributions:*

- **Stock Control:** Developed skills and understanding of processes to ensure ability to manage large variety of product lines while meeting production targets.
- **Logistics Planning:** Calculated cubic metre requirements for despatch and assisted in identifying transport requirements to meet customer deliveries and urgent order requests.
- **Records Processing:** Developed understanding of con note processing and pallet control procedures. Assisted with end-of-month reconciliation of pallet accounts.
- **WH&S:** Developed understanding and appreciation for health, safety and environmental management policies in an organisation.
- **Team Collaboration:** Attended daily toolbox meetings reviewing daily production targets. Contributed to discussions on efficiency and process improvements as well as problem resolution.

#### *Testimonial*

"Adam worked with us during his school placement period of 2 weeks. Over this time he was a very enthusiastic learner and wanted to help across all aspects of the warehouse. His interpersonal skills saw him adapt really well into the work environment and the guys were more than happy to help him when he needed to understand something or wanted to learn. I see a strong future for Adam and wish him luck."

- Warren Jackson, Warehouse Manager, ACME Transport and Warehouse Centre

## VOLUNTEER ENGAGEMENTS

- **2019:** Elwood College Year 7 Buddy
- **2017:** Salvation Army Red Shield Appeal Volunteer Collector
- **2015 - 2017:** Elwood AFL Captain - Under 18s

## PROFESSIONAL REFEREES

### **Tom Noah**

Coach

Elwood AFL Under 18s

Phone XXXX XXX XXX

### **Judy Little**

Year 10 Coordinator

Elwood Secondary College

Phone: XX XXXX XXXX