

FULL NAME

Address
Suburb Postcode
Telephone: 0000 0000 or Mob: 0000 000 000

POSITION OBJECTIVE

A short summary of your short term and long term career goals. Think about why you are applying for this position and what the employer would like to know about your career interests.

PERSONAL QUALITIES

- Consider what would make you a desirable applicant
- Excellent time management skills
- Self motivated
- Eye for detail

SKILLS OVERVIEW

- Use below as guide but consider skills you have learnt in a range of areas (work with family, volunteer, student placement, PT job)
- Operated certain kinds of machinery
- Use of certain tools and power tools
- Customer service skills
- Accurate recording of orders
- Prepared invoices
- Use of EFTPOS machines & cash registers
- Computer skills (Microsoft Word, Excel, PowerPoint, Publisher)
- Accurate Data entry skills

EDUCATION & TRAINING

- | | |
|------|--|
| 0000 | First Aid Level 2 in the Workplace
St Johns Ambulance |
| 0000 | Occupational Health & Safety Certificate
Safe at Work |
| 0000 | Your Secondary School
Completed Year.... |

EMPLOYMENT SUMMARY

Month 2000 – Month 2000**Role/Job Title
Company - Suburb****Responsibilities:**

- Unpacked pallets and itemised stock
- General maintenance and upkeep of work area
- Checked off orders against consignment sheets
- Prepared orders for shipment throughout Australia
- Followed up on client orders
- Entered customer orders on in-house computer program

Month 2000 – Month 2000**Role/Job Title
Company - Suburb****Responsibilities:**

- Cash register operation
- Handling telephone enquiries
- High level customer service
- Team work
- Money handling

Month 2000 – Month 2000**Role/Job Title
Company - Suburb****Responsibilities:**

- Cut metal and grinded finished products
- Operated a metal lathe and brake press
- Assembled playgrounds in accordance with safety standards
- Followed instructions

REFEREES

Full Name

Role

Company/Relationship

Contact Number

Full Name

Role

Company/Relationship

Contact Number