**Your Name**

0400 000 000

youremail@gmail.com

LinkedIn (optional)

City, State Post code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Objectives**

I am a/an (adjective - highly driven / motivated / aspiring /team oriented) student/recent graduate with a career focus in (financial planning, accounting, etc.) My experience in \_\_\_\_\_\_\_\_\_\_\_\_ has developed my \_\_\_\_\_\_, \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ skills which will help me to add value in an organisation / in \_\_\_\_\_\_\_\_\_\_ field.

**Work Experience**

**McDonalds** - Sydney, New South Wales Sep 2019 - Present

**Cashier and Food Preparation**

* Processed and executed customer transactions with accuracy and efficiency
* Communicated with guests and coworkers in a clear and effective manner
* Resolved guest questions and concerns with urgency
* Coordinated with team members to ensure guest satisfaction

**ABC Employer** - City, State Month Year - Month Year

**Job Title**

* Duties (use action verbs and think of transferable skills)
* Achievements (qualify with numbers, %, or KPIs, if possible)

**ABC Employer** - City, State Month Year - Month Year

**Job Title**

* Duties and achievements

**Education**

**Deakin University** - Melbourne, Victoria Mar 2019 - Nov 2021

**Bachelor of Commerce (Major: Financial Planning)**

* WAM (if high) / Awards
* Clubs / Student involvement / Study Abroad

**ABC High School** - Melbourne, Victoria Feb 2015 - Nov 2018

**Diploma**

* Relevant coursework (if applicable)
* ATAR (if high)

**Interests**

AFL ~ Basketball ~ Fitness ~ Gardening ~ Music (piano and guitar) ~ Animals

**References**

Available upon request