

Hayden Smith

214 Mitre Avenue, Park Hill, 3045 | 04501 123 456 | haydensmith@email.com

(Tip: Name, mobile number and email address are essential. Current address could be included especially if you live nearby. Ensure that it is clearly displayed)

Career Objective

I am reliable hard working Year 11 student seeking casual or part-time customer service work in a sports retail environment. Having played soccer for nine years and a keen all-round sports enthusiast, I am looking to contribute knowledge and proven communications skills.

(Tip: A career objective isn't essential, but it's useful if you don't have much experience and can convey enthusiasm and motivation. Briefly summarise any work you have done, your strengths and relevant expertise and state how you aim to apply this to your career goal. Adjust the statement to reflect the role you are applying for.)

Availability

Monday – Friday: 4.30pm – 10.00pm
Saturday – Sunday: 8.00am – 11.00pm
(up to 20 hours per week)

(Tip: When looking for part-time casual work, it can be a good idea to include availability. If you're a student, clearly state the maximum number of hours you are able to work per week.)

Key Skills

- Customer service ability demonstrated when working efficiently in soccer club canteen.
- Numeracy skills for cash handling tasks proven by achieving good results for mathematics subjects.
- Highly developed communication skills shown by receiving positive feedback from supervisors after completing work experience.
- Strong ability to work as part of a team developed through participating in soccer since the age of eight.
- Demonstrated organisation skills as a result handing all assignments in on time.
- Able to take responsibility and solve problems proven through umpiring and coaching.

(Tip: Include 5-9 key skills as bullet points that you like using and that are relevant to the role. When applying for advertised roles, match to any criteria listed in the advertisement. Use action words such as 'demonstrated' or 'highly developed' and then provide information about when, where and how you've used the skill through your studies, work experience, volunteering, sporting activities, etc.)

Education

Current

Park Hill Secondary College

Year 11

- Subjects include: Maths, English, Business Management, VET studies in Sport and Recreation.

(Tip: List your most recent education qualifications first including any relevant university degrees and certificates. Professional development such as short training courses, workshops, licences, forms of accreditation, and other training can be included but is usually a separate heading.)

Work Experience

December 2016 – March 2017

Park Hill Soccer Club Canteen

Customer service (volunteer)

- Served customers.
- Handled cash including operating of cash register.

June 2016 – February 2017

Argo Newsagency

Newspaper deliverer

- Delivered weekend newspapers to houses.

(Tip: Focus on most recent work experience first. Include your job title, organisation name and dates. Years and months can be included. Include responsibilities and achievements for each role.)

Leadership Roles

2016 – current

Soccer umpire for under 14 team

Park Hill Soccer Club

2017 – current

Assistant Coach for junior players

Park Hill Soccer Club

(Tip: Include any volunteering, community participation or leaderships roles.)

Interests/Hobbies

- Played soccer since the age of eight.
- Keen spectator of soccer, football and cricket.

(Tip: Including a section on interests can be useful if it's relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)

Referees

John Charles

Coach

Hill Park Soccer Club

0456 789 101

John_charles@hillpark.edu

Wendy Stevens

Year 11 Coordinator

Hill Park Secondary College

*Contact details available on request

(Tip: If you decide to include referee contacts, notify the referee and indicate the type of roles that you will be applying for. You may also want to provide them with a copy of your resume. You can also simply write 'Available on request'.)