

# 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