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| **RESUMÉ: Name SURNAME**  |
| Street Suburb and postal codePhone Number:Email:DOB:  |
| **CAREER OBJECTIVE** |
| I am a Year 10 high school student eager to use my abilities to participate in the work force and become part of a work team, while I complete my schooling. I am keen to develop a range of skills and gain work experience for the future.  |
| **EDUCATION** |
| Wavell State High School (Year 7 to current)Previous schools: ……………………. |
| **KEY SKILLS and ABILITIES** |
| **Communication Skills**I am a good listener and able to speak to people confidently.  |
| **Ability to work in a team**I know how to be part of a team and I am loyal to my team in the sporting/cultural/academic that I participate in |
| **Respectful**I treat others with respect and use good manners to honour them. |
| **Quick Learner**I have the ability to follow instructions, but can also figure things out on my own.  |
| **Organised**I am independent and know how to conduct myself to make sure I am on time and to meet deadlines. |
| **Enthusiastic** I am energetic and friendly and I try to look at the positive side in every situation.  |
| **INTERESTS** |
| I am a keen …………. and I enjoy …………….. |
| **PREVIOUS EXPERIENCE** |
| I have helped out at ………………. and assisted with …………….. |
| **ACHIEVEMENTS** |
| My biggest achievement has been to ………………. I also ……………. and ……………… |
| **REFERENCES** |
| Mrs Ruby PeinkeTeacherWavell State High SchoolTelopia AvenueWavell Heights, 4012rpein2@eq.edu.au / 07 3350 0368 | Name SURNAMEPositionCompany/ OrganisationPhone/ Mobile: Email: |