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| **RESUMÉ: Name SURNAME** | |
| Street  Suburb and postal code  Phone 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 Peinke  Teacher  Wavell State High School  Telopia Avenue  Wavell Heights, 4012  [rpein2@eq.edu.au](mailto:rpein2@eq.edu.au) / 07 3350 0368 | Name SURNAME  Position  Company/ Organisation  Phone/ Mobile:  Email: |