

Example Resume - Detailed

18 Canary Road
Toowoomba QLD 4350

Ph: 4688 1234
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Email: emm@internet.com.au

Emma Student

Educational Background

Toowoomba SHS	2012 – 2015	Year 12 Results	
Maths A	SA	Physical Education	SA
English	VHA	Economics	VHA
Accounting	HA	Vocational Subject	PASS
Art	HA		

Work Experience

Legal Eagle Solicitors **August 2014 – Current** **Toowoomba, QLD**

Position Held: Business Administration Traineeship

Duties/Tasks included:

- Answering phones
- Customer service
- Filing
- Computer work
- Scheduling appointments
- Data entry

Skills Demonstrated:

- Communication skills both written and verbal
- Organisational skills
- Working within a team and autonomously

Healthy Bite Café **September 2014 – Current** **Toowoomba, QLD**

Position Held: Hospitality

Duties/Tasks included:

- Customer service
- Kitchen duties
- Taking food and beverage orders
- Serving food and beverages
- Scheduling bookings
- Answering phones

Skills Demonstrated:

- Excellent verbal communication skills
- Organisational skills
- Effective time management

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Community Work

Salvation Army Store

January 2014 – Current

Special Achievements

School Vice-Captain –Toowoomba State High School 2016

Bank Australia National English Test – High Distinction 2016

Personal Skills

- Work well in a team environment
- Able to work autonomously
- Thrive under pressure
- Complete work to the best of my abilities
- Excellent organisational skills
- Excellent time management skills
- Able to follow instructions
- Responsible and mature
- Ambitious
- Possess good common sense and initiative

Transport

- Drivers licence
- Own car

Hobbies and Interests

I enjoy horse riding, camping, reading, and going to dinner with friends

Referees

Mrs Sarah Thompson
Head of Accounting
Toowoomba State High School
Ph 4688 5566

Mrs Paula McCann
Office Manager
Legal Eagle Solicitors
Ph: 4688 7744