



## THINGS TO CONSIDER WHEN WRITING YOUR RESUME.....

Although you are still at school, you DO have achievements AND skills.

You may already have had a part-time job, great! Remember to add those skills to your resume, to keep it up-to-date.

If you have had no prior experience, your skills could include a range of your everyday tasks. For example, what do you do for your parents or guardians to help them out at home? Car washing/detailing, answering calls/taking messages, dog walking, dishwashing, lawn mowing, babysitting, help work on dad's car, etc.

Do you help out at the sport club on weekends?

Are you involved in school activities? Sporting team, Student Council, Environment Club, etc.

Do you have any achievement Certificates – eg. First Aid, Bronze Medallion, Gold Coast Marathon, 1<sup>st</sup> Pottery Sculpting Competition, etc.

Perhaps you have done work experience or volunteer work?

Your attributes could include some or all of the following - enthusiastic, well presented, hardworking, reliable, highly motivated, willing to learn, helpful, pleasant manner, able to work independently, dedicated, responsible.

Consider all these things when 'building' your resume.

When you think about it, you probably have achieved more than you think!

ALWAYS Remember.....

- You may need to create another email account for use in job applications. [hotbabe@hotmail.com](mailto:hotbabe@hotmail.com) does not look good on your resume!
- Your referee may be a teacher, a past employer or a family friend, BUT always check with them first, before you use their details.

# COVERING LETTER

(This is just an example to give you an idea of what a covering letter might look like)

(Date)

**Iris Jones**

Manager  
Green Cafe  
14 Polygon Avenue  
Carrara QLD 4211

Dear Ms Jones

**Re: Casual and Part-time Waitressing Roles, Green Cafe**

I am a motivated, hardworking person, who enjoys a challenge. I am currently in Year 10 at Nerang State High School with a great interest in the hospitality industry.

I would be available to work shifts on the weekend and after 3.30 pm most weekdays.

In the past I have enjoyed dining at the Green Cafe and admire the efficient, friendly and polite staff there. I believe my friendly and approachable nature and my strong work ethic would make me a valuable addition to the team.

I am a good communicator, have initiative and am cool-headed in stressful situations. I'm also a team player, as demonstrated by my achievements in the school netball team.

I have attached my resume and am available to attend an interview when it suits you.

I look forward to the opportunity to discuss how I can contribute to your team.

Yours sincerely,

[Your signature here]

**Trisha Sinclair**

# Trisha Sinclair

17 Petersvan Road  
Carrara QLD 4211

**Mobile:** 0472 777 777

**Email:** [trisha.sinclair@hotmail.com](mailto:trisha.sinclair@hotmail.com)

## **Summary**

I am interested in a waitressing position. I am available for shifts all weekend and after 3.30 pm on Mondays, Wednesdays and Thursdays.

## **Education**

Nerang State High School  
Currently in Year 10 - studying Maths, English, Hospitality, Art, PE, Manual Arts

## **Employment History**

### **2007 – Present: Babysitting**

Babysitting for several families after school, on weekends and during school vacations

### **2006 – Present: Dog walking**

Regularly walk elderly neighbour's dogs and help with feeding

### **August 2007: Work experience (one week)**

Bundall Physiotherapy Clinic

## **Achievements**

- Distinction in Maths Competition
- Dux of Year 7, Worongary Primary School
- Grade 6 AMEB flute
- Best and Fairest award for netball under 15s
- First Aid Certificate

## **Interests**

- Member of school photography group
- Cooking
- Member of Nerang Youth Band
- Skiing

## **References**

**Theresa Gibbons** – Maths teacher

**Phone:** 0499 999 999

Email [tgib33@bigpond.com](mailto:tgib33@bigpond.com)

**Joel Fitzimmon** – Netball coach

**Phone:** 0488 888 888