



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, 1st 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 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

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

Joel Fitzimmon – Netball coach

Phone: 0488 888 888

[\(If you have any reference letters or relevant Certificates, you could attach these as well.\)](#)