

How to set out a resumé

You should type your resumé on a computer. Your resumé should be clear and neat.

Use bold headings to show what information you have included.

Make sure it is easy to find your name and contact information. This should be at the top of your resumé.

Here is Toby's resumé.

Resumé

Name: Toby Rosco

Address: 2/42 Inca Street, Greensville, Victoria, 3478

Telephone: 9665 5444

Email: trosco@ink.com.au

Qualifications:

Certificate II in Retail (completed in 2001 at Little's School of Retail)

Greensville Secondary College (completed Year 10 in 2014)

Experience:

Babysitting: I regularly babysit a three-year-old child. I have been babysitting since 2013. For this job I have to be responsible and reliable. I also have to be caring and patient.

Sales: In 2015 I ran a successful stall at the local market each month. This experience taught me how to deal with customers. It also taught me how to handle money and work out change.

Skills:

- Working with children and caring for children
- Making sales
- Maths and working out change and discounts
- Victorian Driver's Licence
- Speaking Spanish
- Playing trumpet

Referees:

Name: Sally Porta (Parent of child I babysit)

Address: 56 Orange Drive, Greensville, Victoria 1234

Phone: 9555 8888

Name: Bill Repco (Stall manager)

Address: 12 Market Street, Greensville, Victoria 1234

Phone: 9888 5555

Check your learning

Write your own resumé.

Name:

Address:

Phone number:

Email:

Qualifications:

Experience:

Skills:

Referees:

Name:

Position:

Phone:

Name:

Position:

Phone: