

# SAMPLE RESUME

(DO NOT TYPE THIS ON YOUR RESUME)

**Joe Smith**

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**OBJECTIVE (Must relate to the industry area in which the vacancy advertised)**

I am a student in Yr 10 at Elanora State High School. I am presently studying a Cert II in Business and it is my intention of pursuing a career in business administration in an office environment upon completion of my schooling.

**EDUCATION**

Elanora State High School Year (List your subjects below)

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**DEMONSTRATED SKILLS (Mention your skills relating to the position you are applying for)**

- High level computer skills including PowerPoint, Excel, Word.
- Operate business equipment eg. Photocopier, franking and answering machines
- Typing documents eg. Memos, letters, flyers

**EMPLOYMENT/WORK EXPERIENCE/VOLUNTEER ETC.**

State where you did your placement –company name

Date of placement from..... to .....

List duties you did –(Relate these duties to the position you are applying for)

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**REFEREES (Don't use members of your own family)**

1. Name:  
Position:  
Phone No.:

2. Name:  
Position:  
Phone No.:

