**First and Last Name**

**Address:** **Unit 4/35 Greenhorn Street,**

**Greenville S.A. 5114**

**Mobile:** 0000 000 000 {INSERT WITH SPACES SO ITS EASY TO READ}

**Email**: FirstnameLastname@gmail.com

**PERSONAL SNAPSHOT**

I am currently focusing on completing my SACE and am looking to gain employment as a **{INSERT ROLE** NAME**, EG. LABOURER, SALES ASSISTANT, WAITOR ETC.}** In the {INSERT INDUSTRY, EG. RETAIL, SUPERMARKET, HOSPITALITY, CONSTRUCTION ETC.} Industry.

{Why would you like to get into this industry?}

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{What experiences in your personal or work life do you have that relate to this industry/role? Eg. Through your hobbies, work experience, helping friends or education?}

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My personal motto is: {write yours here: eg. “if its worth doing, its worth doing well”, “the early bird catches the worm”, “good luck happens to those who work hard” etc.}

I am passionate about {insert what you like to do in a work environment eg. “caring for and communicating with customers”, or “working with my hands in a physical environment} because i’m {insert your top 3 strengths in the workplace eg. “enthusiastic, organised and strongly committed to whatever i set my mind to”}.

In the long term, i am planning to {describe your long-term goal to show you are a driven person eg. “become more involved in the retail service industry and take on more responsibility” or “study a certificate iii in construction”}.

Alongside my studies, I wish to work {“part-time” or “full time” or “casual”} and contribute to a {what work environment you would like to work in eg. “bubbly and organised team in a retail store” or “busy, productive team outdoors on construction sites}.

Through my personal {INSERT “WORK” TOO IF YOU’VE PREVIOUSLY BEEN EMPLOYED} life I have gained a variety of skills and experiences that would benefit an employer. All of these experiences, I believe, put me in good stead for employment.

**STRENGTHS AND SKILL SETS:**

* {Insert a list of all of your “work-related strengths” here – go to your “UniSA My Career Match” down the bottom of page 6 and copy and paste here.}
* Excellent communication and interpersonal skills
* A strong ability to see possibilities and implications
* Good at creative problem-solving
* Ability to examine issues without any emotional bias
* An understanding of complex issues
* A drive and ambition to succeed
* Confidence and natural leadership ability
* A strong motivation to be competent and to excel
* High standards and a strong work ethic
* Logical and analytical decision-making skills
* Decisiveness and strong organisational skills
* Competent with technology

**QUALIFICATIONS** {certificate level study you have completed}

 **2015 Certificate III in Construction**

Sandy Rock Institute

**EDUCATION** {what school you’re enrolled in}

 **Current Completing Stage 1 SACE**

Northern Adelaide Senior College

**EMPLOYMENT** {where you’ve been paid and not cash-in-hand}

 **2014-2015 Childcare Assistant**

Cindy’s Child Care Centre

 ***Key responsibilities:***

* Taking the time to listen to the children (aged between 3 and 5 years old) read out loud and assist them where needed.
* Read stories and bring them to the life for the children.
* Responsibility for the care, safety and wellbeing of the children.
* Being sensitive and respecting each child’s needs.
* Communicating with children at their level.
* Providing a positive, safe, clean and Hygienic environment for children.
* Setting up activities and doing art and other tasks.

**VOLUNTARY WORK** {if you’ve been paid cash for a job it goes here}

 **2014-2015 Babysitting**

Families in Playford area

 ***Key responsibilities:***

* Taking the time to listen to the children (aged between 3 and 5 years old) read out loud and assist them where needed.
* Preparing basic meals that are suitable for the children based on what parents have described is ok to use.

**WORK EXPERIENCE**

 **2016 Grounds Assistant**

Grow Up Horticulture

 ***Key responsibilities:***

* Taking the time to listen to the children (aged between 3 and 5 years old) read out loud and assist them where needed.
* Preparing basic meals that are suitable for the children based on what parents have described is ok to use.

**LICENSES AND CERTIFICATES**

 **2015 National Police Check**

Australian Federal Police

 **2014 Whitecard**

 **Construction Pty. Ltd**

 **2013 Learner License**

Class C – South Australia

 **2015 Senior First Aid**

First Aid Society

**PROFESSIONAL REFEREES**

 **🕾** **Firstname Lastname Ph: 08 8211 0000**

{{{POSITION/ROLE EG. TEACHER, MANAGER}}}

{{{ORGANISATION}}}

 **🕾 John Butler Mob: 0000 000 000**

Manager

John Butler Trio and Associates

 **🕾 Firstname Lastname Ph: 08 8282 2828**

{{{POSITION/ROLE EG. TEACHER, COLLEAGUE}}}

{{{ORGANISATION}}}**-**