First Last 1 xx St Suburb NSW 2141

**Phone:** 0411 111 111

**E-mail:** fistlast@gmail.com

**Job Title**

FIRST is completing their HSC at Southern Cross Catholic Vocational College with a Certificate III in COURSE (VET qualification), a Certificate II in COURSE and a Certificate II in COURSE. She/ He is completing their School-based 1st Year XXX Apprenticeship / XXX Traineeship. (delete if not relevant) They have work placement experience across a range of industries and locations. FIRST has demonstrated a strong commitment to his/her work, training and study. (Add an additional sentence to focus on any unique experience / skills)

First is seeking a position in ???? where they can apply the employment skills he/she has developed over the last two years.

**Skills and Expertise**

* Organisation, time and self-management skills applied to work and training commitments
* Communication and technology skills used in HSC studies and workplace
* Problem solving skills dealing appropriately with customer complaints in part-time work
* Customer service skills in hospitality and business settings work placements
* Teamwork at McDonalds part-time work
* Trade skills developed in XXX coursework / School-based Traineeship.

**Work Experience Snapshot**

**XXX, Chullora** Aug 2014 to Present

Job title (School-based Traineeship)  
**BBB, Concord** July 2017 to Present

Job title (Part-time)

**AAA, Parramatta** Mar 2018

Job title (Work Placement)

**YYY, Darlinghurst** Aug 2017

Job title (Work Placement)   
**DDD, Bankstown** June 2016

Job title (Volunteer work)

**EEE, Burwood** Nov 2016

Job title (Work Experience)

**Notable Achievements, Recognitions and Awards**

* School Leadership Team, 2018
* Business Services and Catholic Studies Achievement Awards, 2017
* Crew Trainer at McDonalds, 2017
* Coach for U/7 Netball Team, 2017

**Certifications**

* Driver’s License, 2017
* Police Clearance, 2017
* First Aid Certificate, 2017
* National WH&S General Construction Induction Training, 2017
* Barista Certificate (Level 1), 2016

**Education**

**Southern Cross Catholic Vocational College, Burwood** 2017 – 2018

English Studies / XXX (HSC course title) / YYY / ZZZ / Work Studies / Catholic Studies.

(Only use this page if you have significant experience)

**Employment and Work Experience History**

**XXX, Chullora** May 2017 to Present

Job title (School-based Traineeship)

Duties and responsibilities (examples)

* Welcome customers, answered the phone
* Sell products, handle EFTPOS, checkout, and banking.
* Fax and photocopy documents
* Cleaning and housekeeping.

**YYY, Darlinghurst** Aug 2016 to Present

Job title (Part-time)

Duties and responsibilities

* Administered xzxzxZxsxs
* Produced vvvccbbnn
* Served mnmnmb