Resume of

**SAMPLE RESUME**

* Lots of different resume styles – no wrong style
* Resume should be no longer than 1-3 pages
* Resume briefly tells about you & your history
* Easy to read / Consistent formatting

**Nathan Jones**

50 Knight St, Shepparton Vic 3630

03 5845 1234

**Contact details**

* Provide your preferred name
* Ensure email is appropriate
* DOB is not legally required, your choice

0414 002 002

[njones@bigpond.com.au](mailto:njones@bigpond.com.au)

Date of Birth: 18 February 2000

**Education**

2013 – Current Notre Dame College

Subjects and assessments completed in 2015:

* English

**Education**

* Most recent school first
* Only include recent subjects completed
* Your choice if you want to include assessments
* Mathematics
* Geography

**Work History**

**Work History**

* Most recent employer first
* Include paid and voluntary employment
* List two or three most relevant duties

2015 – Current McDonalds Restaurant

Duties included:

* Food preparation
* Customer Service

2013 - Current Red Cross Australia

Duties included:

* Volunteer
* Sorting second hand goods for charity

20011 – 2015 Shepparton Pamphlet Company

Duties included:

* Sorting daily mail
* Early morning paper delivery

**Achievements & Certificates**

* Include recent school, sporting, club awards or certificates that you have received

**Achievements & Certificates**

* 2015 Photography course, ABC Studios
* 2014 Public speaking course
* 2012 First Aid Course

**Interests**

* Gives an idea of your personality/interests.

**Interests**

**Referee**

* Make sure you have referees permission
* Employers and teachers are good referees
* Try to avoid personal referees
* Public speaking
* Photography
* Art

**Referee**

Mr Jonathan Brown

Head of House

Notre Dame College

03 5821 6622

Ms Jenny Small

Manager

McDonalds Restaurant

03 5821 1111