



## RESUME AND INTERVIEW TIPS

Need help creating or updating your resume? It certainly can be complicated because your resume is going to be reviewed by software as well as by hiring managers.

### Start With a Resume Template

Use a resume template as a starting point for creating your own resume. Add your information to the resume template, then tweak and edit it to personalise your resume, so it highlights your skills and abilities.

### Choose a Basic Font

When writing a resume it is important to use a basic font that is easy to read, both for hiring managers and for applicant management systems.

### Include All Your Contact Information

It is important to include all your contact information on your resume so employers can easily get in touch with you. Include your full name, street address, city, state, and post code, home phone number, mobile phone number, and email address.

### Include Resume Keywords

Your resume should include the same keywords that appear in job descriptions. That way, you will increase your chances of your resume matching available positions - and of you being selected for an interview.

### Choose the Right Resume Format

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume. Take the time to customise your resume - it's well worth the effort.

### Prioritise Your Resume Content

It is important to prioritise the content of your resume so that your most important and relevant experience is listed first, with key accomplishments listed at the top of each position.

### Start Writing Your Resume Now

Below are x 2 Resume Template Examples for you to get started. Choose from:

- Resume A - Simple Resume
- Resume B - Detailed Resume

Simply cut and paste our templates into your own new blank word document!

**Don't forget to read our Interview Tips at the end of the Resume Template section!**



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## RESUME EXAMPLES

### RESUME A – Simple Resume

Your Name Here

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#### PERSONAL DETAILS

Street Number, Name  
Suburb, QLD Postcode  
Date of Birth  
Ph:  
Mobile: (Make sure you have credit)  
Email: (Nothing rude, keep that for your friends and create a new one for job hunting, eg [tomsmith@gmail.com](mailto:tomsmith@gmail.com))

#### CAREER OBJECTIVE

I would like to work in the ..... industry because I am aiming for a career in this industry/because I am interested in working in this field.

#### EDUCATION

2019 – 2021 Palm Beach Currumbin State High  
Currently studying

- English
- Maths
- List other subjects

(If you went to another high school before PBC)  
2017 – 2018 Elanora High School

#### VOCATIONAL

Currently completing

- Certificate I in .....

(List the certificates you are completing as part of your subjects at this school)

#### PROFESSIONAL EXPERIENCE

2019 - 2021            Retail Assistant  
Jo Blo Fashion Shop  
153 Pacific Highway  
Palm Beach Qld 4221

- Use of cash registers
- Customer Service
- Cleaning
- Team Work

2018                    Currumbin Movie Theatre  
Currumbin Street  
Currumbin QLD 4223

- Use of cash registers
- EFTPOS/Credit Cards
- Customer service
- Team Work
- Arranged pre-bookings

(List work experience and jobs with your family here)



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**VOLUNTEER WORK**

2017 - 2020

Volunteer Lifesaver  
Palm Beach Surf Life Saving Club  
Palm Beach

- Volunteer shifts on weekends on beach patrol
- Apply first aid
- Training to keep up-to-date

2017

Clean Up Australia

- Helped during the clean up
- Assisted afterwards with paper work

**AWARDS RECEIVED**

- 2020 Year 11 English Prize, Palm Beach Currumbin State High
- 2020 Top Lifesaver, Palm Beach Surf Lifesaving Club

**SKILLS AND ABILITIES**

- Use of cash registers
  - Use EFTPOS/Credit Cards
  - Customer service
  - Arrangement of pre-bookings
  - Cleaning
- (These are the 'hands on things' you have learnt in doing your jobs, volunteer work, work experience)

**PERSONAL QUALITIES**

- Caring
  - Honest
  - Patient
  - Hardworking
  - Reliable
  - Punctual
  - Trustworthy
  - Creative
  - Responsible
- (Don't list this many. These are some to choose from)

**HOBBIES AND INTERESTS**

- Basketball
- Piano
- Sports

**REFEREES (2 please)**

Insert here Name, Business Name, Address and Phone Number

(List someone you have worked with. Alternatively you may get a reference from a sports coach, neighbour or relative who owns a business. Avoid listing your parents or teacher. Ask the person's permission to list them as a referee.)



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## RESUME B – More Detailed Resume

### Personal Details

Name: Insert your name here  
Address: 21 Orlando Court  
Nerang Qld 4211  
Telephone: 04xx xxx xxx  
Date of Birth: 10 April 2003

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### Career Objective

To gain employment in the childcare industry, so I can further my skills and abilities to become a primary school teacher to help and teach children.

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### Personal Qualities

- Caring
  - Honest
  - Patient
  - Hardworking
  - Reliable
  - Punctual
  - Trustworthy
  - Creative
  - Responsible
- 

### Demonstrated Skills and Abilities

- Customer Service
  - Theft Prevention
  - OHS Practices
  - Cash Handling
  - Point of Sale
  - Tutoring
  - Cooking
  - MS Office applications
  - First Aid
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### Education

2020 **Aquinas Catholic College**  
Completed Year 12

Subjects

- Art
- English
- Health Education
- Tourism
- Religion
- Computer Studies

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### Employment History

**Employer:** Crazy Clarks  
**Position:** Casual Employee  
**Duration:** August 2019 – February 2020

**Duties:**

- Cleaning
- Customer Service
- Handling complaints
- Merchandising stock
- Point of Sale
- Cash Handling
- Telephone inquiries

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**Employer:** Susan Morrissy  
**Position:** Baby sitter  
**Duration:** September 2018 – March 2020

- Duties:**
- Cooking
  - Helping with homework
  - Cleaning
  - Supervising children
  - Creative activities

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### Certificates

2020	David Arlock Memorial Award – Best Exhibiting Artist Award First Aid Certificate
2019	Peer Support Leader Diligence Award – Art
2018	St Vincent De Paul Award Rock Eisteddfod Award
2017	Fine Art Achievement Certificate General Award for Fashion Basketball Award

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### Extra Curricular Achievements

- Basketball Representative Player – Under 10's, 12's, 14's and 16's
- Netball Representative Player - Under 10's, 12's, 14's and 16's

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### Hobbies and Interests

- Art – Painting and Drawing
- Basketball
- Piano
- Sports
- Cooking
- Shopping
- Movies
- Beach

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### Referrees

**Susan Morrissy**  
Milk Vendor  
Ashmore Milk  
Phone: 07 5529 5200

**Simon McKenzie**  
Manager  
Crazy Clarks  
Phone: 07 5522 2222



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## INTERVIEWS

### Possible Questions you might be asked

- So tell me about yourself?
- What does teamwork mean to you?
- Why are you interested in this type of work?
- What are your career goals?
- Have you ever accomplished something you didn't think you could?
- When did you work with someone to get something done?
- How have you exceeded someone's expectations?
- Is there anything that would stop you from completing the traineeship?

### INTERVIEW TIPS

#### This advice is valuable!

Job interviews can be a stressful process but they don't need to be, especially if you have prepared well in advance. Below are some job interview tips you can follow. As with all things, preparation is the key. Take these interview tips with you and practice them with a friend or family member and remember, you can never prepare enough.

- Don't be late. There is no worse way to begin an interview.
- First impressions count. You should dress suitably. Wear your best work outfit. The things to remember are cleanliness, simplicity and no strong or 'loud' colours. Do not chew gum or smoke.
- Be yourself. Speak clearly and enthusiastically about your experiences and skills. Be professional, but don't be afraid to let your personality shine through.
- Listen carefully. There is nothing worse than to ask a question that the employer has already talked to you about. You will want to remember what you learn about the job, and you will want to answer the questions that were asked.
- Address the job criteria. Nervous energy is good but not if you come to the job interview unprepared. It's to your advantage to carefully research the job and the company. This can be done in many ways. You can request information personally, or go to the company's website for material about job descriptions and company annual reports.
- Be positive. Don't talk about your bad feelings or give any excuses about a negative experience. If you are asked why your grades are low, then don't give excuses, instead, focus on stating the positive facts and lessons learnt from your experiences.
- Be poised. Pay attention to non-verbal behaviour. Look the interviewer in the eye, sit up straight with both feet on the floor. You should also control nervous habits such as fingernail biting and giggling.
- Practice makes perfect. This maxim could not be more true with job interviews. Make sure your answers are clear and succinct. You should practice answering with a friend or with your family members. When practicing avoid terms such as "like" and "you know" and don't sound too rehearsed, as though you have memorised each answer.