# Sample résumé

Your résumé is a document that communicates to an employer your experience, skills and qualifications for a prospective position. You may think that you don’t have enough experience to write about in your résumé. However, when you collate a selection of your employment related skills from your classroom, school and community, workplace learning and enterprise learning experiences, you will see that you do have a lot of skills to offer a future employer.

Here’s a sample for you to adapt. A template is provided (resume template.doc). Research different résumé formats to make yours individual.

Further instructions for:
Career goal/objective – Optional. A short statement which lets the employer know what your career goals are. It’s a chance to stand out from the crowd.
Edcation and training – Display your highest academic qualification. Including your results is optional.
Work experience – Include your workplace learning experiences in this section. State how long each experience was.

Further instructions for:
Employment related skills – Focus on the skills that best suit what the employer is looking for. You will find this information in the advertisement and/or by speaking to the contact person listed in the ad.
Note – It’s important to know the information you have included in your résumé. You must be able to talk about everything that you have included in interview situations and when filling out application forms.
Hobbies and interests – Only include if there is room. 
Referees – Ask your referees for permission before writing their details here.