

1st RESUME ► 1st JOB - 4 KEY RESUME ELEMENTS

1

HOOK

Clear and easy to read name/contact details - never in a textbox or header? Is your email address professional? Sections clearly defined with headlines? Target the headline for the role/job title you are after and what benefit you have to offer.

2

KEYWORDS

Approx 9-18 bullet points of key skills highlighting your exposure in that specific field – think technical language, industry lingo. Some will match job vacancy keywords and **must** be adapted for each application for different industries.

3

STORIES

Career stories are what you share with family, friends, and team mates based on experience, achievements, or challenges. Think about what you did well - add numbers (people involved in sports/activities), how you saved time, did it better, overcame challenges (**never** a list of duties).

4

BENEFITS

First section - the summary - needs to be written last! Adapted to meet each job application's key needs, you're offering them the **sizzle** - what makes you different to everyone else who's qualified or can do the job - WHY they need to call you for an interview!

EXPERIENCE

What have you done – sports, home, travel, school - what have you been a part of, involved in, or experienced?

OLD TEMPLATE



YESUME

Kaylee Henderson

Address: 34 Smith Terrace, Paradise SA 5042
 Mobile: 0413123524
 Email: kayleehottie@hotmail.com
 Date of Birth: 10/3/2009

My aim is to develop a career in retail or hospitality. My specific areas of interest are dance, reading, travel and having a part-time job. My longer term career goals are to be a vet.

Education

2022 –Date Year 9
 CC College
 Expected completion: November 2021
 I maintain good grades across English, Maths, Society & Culture, Art, PE, and Science

2014 –2020 Year 7
 Paradise Primary School
 I helped junior school students with reading, was on the crossing for traffic duty and helped in the canteen/

Experience

2020 – Current **Babysitting**
 Casual Work

Key responsibilities

- Looking after children
- Keeping them safe and entertained

Achievements

- Continued work
- Happy children

Referees

Ms Sugar, Year 9 teacher, CC College – 0897543358

Kaylee Henderson
 Paradise SA 5042 | kayleehenderson@gmail.com
 0413 123 524

Customer Service

Retail - Hospitality

Local Year 9 student (A/B average), keen to gain first job - bringing a fun and flexible attitude to the workforce; known for being easy to approach and always there to lend a helping hand in class and team environments. Available to work in either retail or hospitality environments with a focus on customer service. Skilled at:

Following direction	Team player	Quick learner	Sales experience
Gets on with the job	Problem solving	Committed	Resourceful solutions
Accommodating	Resilient	Takes direction	Easy going

Year 9 Student
 Adelaide College, Paradise SA Jan 2022 - Current

Outgoing nature, performing drama play in front of Year 6-8 students and dance routines for four years with hip hop groups of 15-30 dancers in front of 500+ audience.

- Organised and responsible, getting self to/from school by walking and bus, as well as travelled to Sydney independently six times, supervising younger brother on plane trips.

Showed resilience and problem solving skills during three-day Victor Harbor camp, set up tent fastest with no direction and never complained or gave up on two-hour walk after falling into water.

- Took charge of outdoor education sailing boat session and gave another student crew member clear directions to prevent capsizing. Handpicked to receive Principal's term award in Primary twice.

Extra Curriculum Activities 2016 - 2020

Stepping into babysit at short notice, interacting and amusing 3-7yr olds with fun activities during afternoons, evenings and weekends for 1 to 4 hours, as well as keeping children occupied at photography exhibitions.

- Helped renovate holiday home involving scrapping wallpaper, painting walls, unloading building materials and assembling flat-pack furniture/kitchen.
- Created a roadside stall to sell cards for profit, as well as sold goods (chocolates/baked products) and raffle tickets for fundraising, raising \$200 for a walkathon from sponsors within one week.
- Assisted set/back up of stalls and tents for Yorke Peninsula festivals (Surrarama, Curly Hollow) with 400+ attendees, distributing merchandise and lunches as a team of five.
- Maintaining home chores including washing dishes, cleaning benches/floors, washing and hanging clothes on line through to gardening and quickly walking to the local shops to grab last minute items.

Adelaide Primary: Volleyball (3yrs) - Won district school; Gold in Yr 6, Traffic Monitoring | External: Karate (2yrs), Hip Hop (4yrs), Swimming (6yrs-junior squad)

Referees

Janet Jefferson	Ms. Maddie Sugars
Babysitting, Attorney General's Dept	English/Humanities, Year 9 Teacher
0418 125 541	08 8248 1422

STORYTELLING

Think about a time where you excelled at team work, were travelling, or something interesting happened. Who was there, what were you doing, how did it feel? What difference were you making? What was going on and how were you feeling in that moment?

Where did this happen?

What difference did you make?

If you could give one word to the skill you used to do this, what would you call it?
