

## Sample resume - Year 10 or earlier + no paid work experience

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Use this sample resume as a basis for your own resume if:

- your highest level of study is Year 10 or earlier
- you don't have any formal (paid) work experience.

**NOTE: DON'T SUBMIT YOUR RESUME AS A .PDF. Some recruitment software has trouble reading .pdfs. Because of this we recommend that you always submit your resume as a .doc, .docx or .rtf.**

If your highest level of study is Year 10 or earlier, and you haven't had any paid work experience, the types of jobs you'll probably be applying for will be very popular. There will be a large number of other candidates, which means your resume needs to effectively sell you and help you to stand out.

This sample resume has been designed to focus on:

- general skills that help you work in a team and as part of an organisation
- personal attributes that will help you learn to work in a professional work environment
- key strengths and contributions that show you are a stand-out applicant
- work experience or volunteer work that demonstrates your strengths and attributes
- a written testimonial that shows you are capable of transitioning into the world of work.

Other things that you can put on your resume include:

- any sporting or community club participation (if relevant)
- any hobbies or interests that are relevant to the job or demonstrate your professional experience.

This sample resume is two pages long, but with your level of experience you may find your resume ends up being one page. This is more than acceptable when you're just starting out in the world of work.

If your resume ends up being three pages long, you're probably providing too much information - try cutting some things out and sticking to two pages maximum.

**If you have any questions about this sample resume please contact us at [youthcentral@dhhs.vic.gov.au](mailto:youthcentral@dhhs.vic.gov.au).**

*For more information about job applications, including more resume and cover letter samples, visit [www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au).*

# Adam Smith

Email: adamsmith@xmail.com.au

Mobile: XXXX XXX XXX

## ***Recent school leaver seeking to start a career in warehousing***

Confident and articulate individual with commended ability to work with others to achieve set outcomes. Young yet mature school leaver with developed employability skills and personal attributes that support the transition from education to full-time employment. Leadership and communication skills developed and demonstrated through engagement in sports clubs and associations. Motivated individual keen to obtain employment in warehouse and operations environment. Key strengths include strong attention to detail and willingness to learn and develop professionally.

### **Key skills include:**

- |                    |                          |                 |
|--------------------|--------------------------|-----------------|
| ✓ Customer service | ✓ Supervision            | ✓ Stock control |
| ✓ Problem solving  | ✓ Records management     | ✓ Coaching      |
| ✓ Team work        | ✓ Cash handling          |                 |
| ✓ Task allocation  | ✓ Transaction processing |                 |

**Technical Skills:** Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ General SAP use

## **EDUCATION**

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### **Elwood Secondary College**

Year 10

2013

### **Achievements:**

- **2012:** Principal's award for dedication demonstrated by sporting contributions and achievements.
- **2011:** Community recognition award for working as a buddy for newly enrolled Year 7 students.

## **PERSONAL ATTRIBUTES**

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- **Verbal Communication:** Recognised ability to communicate with a range of individuals from different cultures and backgrounds. Demonstrated by 3-year captaincy of Captain of Elwood AFL team.
- **Commitment & Dedication:** Willing to provide long-term ongoing contribution and commitment to an organisation. Demonstrated by membership of local AFL team for over 5 years.
- **Collaborative Team Member:** Ability to collaborate with team members. Demonstrated by group work assignments, professional work experience placements and captaincy of Elwood AFL team since 2010.
- **Reliable:** Commended reliability as team member and supporter. Demonstrated by attending all Elwood AFL games since 2007.
- **Honest:** Strong personal morals and ethics ensure complete honesty and transparency at all times. Demonstrated by managing cash count at fundraisers and events in school community.

## STUDENT WORK EXPERIENCE PLACEMENTS

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### ACME TRANSPORT AND WAREHOUSE CENTRE WAREHOUSE ASSISTANT - TWO-WEEK WORK EXPERIENCE PLACEMENT

2013

Worked in fast-paced warehouse environment over a two-week placement period. Worked full-time hours and assisted as a member of the receipt and despatch warehouse team.

#### **Achievements and Contributions:**

- **Stock Control:** Developed skills and understanding of processes to ensure ability to manage large variety of product lines while meeting production targets.
- **Logistics Planning:** Calculated cubic metre requirements for despatch and assisted in identifying transport requirements to meet customer deliveries and urgent order requests.
- **Records Processing:** Developed understanding of con note processing and pallet control procedures. Assisted with end-of-month reconciliation of pallet accounts.
- **WH&S:** Developed understanding and appreciation for health, safety and environmental management policies in an organisation.
- **Team Collaboration:** Attended daily toolbox meetings reviewing daily production targets. Contributed to discussions on efficiency and process improvements as well as problem resolution.

#### **Testimonial:**

“Adam worked with us during his school placement period of 2 weeks. Over this time he was a very enthusiastic learner and wanted to help across all aspects of the warehouse. His interpersonal skills saw him adapt really well into the work environment and the guys were more than happy to help him when he needed to understand something or wanted to learn. I see a strong future for Adam and wish him luck.”

—Warren Jackson, Warehouse Manager, ACME Transport and Warehouse Centre.

## VOLUNTEER ENGAGEMENTS

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- **2013:** Elwood College - Year 7 Buddy
- **2011:** Salvation Army Red Shield Appeal - Volunteer Collector
- **2010 - 2013:** Elwood AFL - Captain - Under 18s

## PROFESSIONAL REFEREES

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### **Tom Noah**

Coach  
Elwood AFL Under 18s  
Phone XXXX XXX XXX

### **Judy Little**

Year 10 Coordinator  
Elwood Secondary College  
Phone: XX XXXX XXXX