

Sample resume – Year 12 + no paid work experience

(A Youth Central sample resume)

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

- **have completed (or are currently completing) Year 12**
- **have little or no 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 you've finished or are currently doing Year 12 (or an equivalent) but you haven't had much - or any - paid work experience, this sample resume can help you focus on the personal attributes you can contribute to the needs of an organisation.

This sample resume has been designed to focus on:

- a marketing statement that highlights your capabilities and demonstrates what you bring to the job
- personal attributes that will help you to transition into the work environment
- any achievements, commendations or awards you received at high school that show you are honest and reliable
- any volunteer placements that demonstrate your willingness to contribute to the community.

Other things you can put on your resume include:

- any sporting or community club participation (if relevant to the job)
- work placements or work experience that show you know how to work in a professional environment
- key skills that demonstrate your employability (and examples of their use)
- written testimonials provided by supervisors, sporting club coaches, teachers or others involved in volunteer and community clubs
- any hobbies or interests that are relevant to the job.

This sample resume is one page long. A one-page resume is more than acceptable when you're just starting out in the world of work. You may end up with two pages if you include all of the suggested additional information.

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.

For more information about job applications, including more resume and cover letter samples, visit www.youthcentral.vic.gov.au.

Jayani Lal

Email: jayanilal@xmail.com.au

Mobile: XXXX XXX XXX

VCE graduate seeking casual employment in a dynamic organisation

Personable and astute student with proven time management and collaboration skills developed from sporting and volunteer engagements. Strong interpersonal skills enhanced by taking part in theatre activities to develop confidence and communication abilities. Understanding of general employability skills and the importance of working as part of a team, learning from others and developing as a professional. VCE graduate looking for first-time employment in a position that requires a dedicated, young and enthusiastic employee.

KEY SKILLS

- | | | |
|---|--------------------------|-------------------------|
| ▪ Customer Service (phone and face-to-face) | ▪ Transaction processing | ▪ Store-based security |
| ▪ Problem solving | ▪ Sales refunds | ▪ Stock receipting |
| ▪ Cash management | ▪ Dispute resolution | ▪ End-of-day processing |
| ▪ Sales reconciliations | ▪ Data processing | ▪ Sales negotiations |
| | ▪ Inventory control | ▪ Product selection |

Software Skills: Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ Firefox ~ Internet Explorer

EDUCATION

All Saints Anglican College

VCE

2013

ATAR: 88.7

Achievements

- **2013:** Class captain (in partnership with one other class representative)
- **2012:** Represented school at National Youth Day events
- **2012:** Recognition award for contribution to the local community and volunteering

PERSONAL ATTRIBUTES

- ✓ **Effective Communication Skills:** Articulate communicator with appreciation for the different communication styles required when working with other team members or with customers.
 - ✓ **Honest and Reliable:** Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly.
 - ✓ **Flexible:** Understanding of need to remain flexible to support last-minute demands and changes. Comfortable in changing environments and situations, ensuring ability to remain flexible and adaptable at all times.
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STUDENT WORK EXPERIENCE PLACEMENTS

TAYLOR SMITH PARTNERS - RECEPTIONIST (2-WEEK WORK PLACEMENT)

2013

Achievements and Contributions

- **Customer Service:** Responded to incoming calls. Screened telemarketing and direct sales calls while transferring customer enquiries to appropriate department.
- **Administration:** Typed general communication and letters to customers and businesses as directed. Ensured accurate development of communication by providing correspondence to supervisor for approval.
- **Records Processing:** Entered customer information into internal records management system. Updated existing customer records while creating new data files as directed.

VOLUNTEER PLACEMENTS

St Vincent De Paul

2010 - 2013

Provided support during various fundraising activities for local community group. Assisted at events and gatherings including providing suggestions to help meet fundraising targets. Personally attended various events, including spending time with homeless youth in Melbourne CBD.

PROFESSIONAL REFEREES

Joanne Boyle

Manager
St Vincent De Paul Society
Phone XX XXXX XXXX

Allan Blue

Maintenance Manager
Melton Community Gardens
Phone: XX XXXX XXX