

RESUME

You don't need this heading – it is self-explanatory

Herby Bananas

Name needs to be in larger font and bold so it stands out

50 Pretty Lane

Brunswick, VIC 3057

hotbananas@hotmail.com

This email address is unprofessional.

9999 5555

Single

Date of Birth: 22/11/83

This information is not required for an Australian resume. It is too personal and irrelevant

Use bold or caps not underline for headings

Education

VCE Point Cook Secondary College

English, PE, French, Biology & Geography

You need to include the date you completed VCE

Work Experience

3 March – 20 March 2001 Placement at Law firm for school work experience

2002 – 2003 Customer Service at Triangle News

You also need to include the duties and achievements

Extra Curricular Activities

Surfing, skateboarding, going to the movies, cooking, good with computers

2000-2003 Member of Point Cook Lifesaving Club

References:

Mrs Mary Smith

Manager, Triangle News

0411 211 211

This applicant is not selling themselves or addressing the selection criteria in the advertisement.