

Worksheet

CV/Resume builder



Curriculum Vitae (CV) is Latin, loosely meaning "the course of my life". We use this term in Australia – but often use Resume instead.

You will log all of your activities and achievements on your CV/Resume. You add to this throughout life as employers ask for your CV/ Resume when you apply for work experience, volunteering, part time/full time jobs. Your CV/ Resume can become the foundation for a personal statement, sometimes necessary when you apply to university or TAFE.

- Maximum 2 pages
- Clearly organised with dates of achievements
- List most recent first and work back in time

What are your personal details?

Your name as the title

Add your email address

Include your mobile number

Enter your home address

Aim to take up as little space as possible with these details. Writing your mobile number and email address on the same line or writing your home address horizontally, can reduce the number of lines used.

- Make sure your email address is not silly, immature or offensive. If yours is – leave it for your friends and get a new one for employment or applications.

Record your information here:

What is your educational history?

Write the name and town of your secondary school on the left hand side of the page, and the dates you have attended on the right hand side of the page.

Then, use bullet points to explain any qualifications you have gained. You can also use bullet points to outline any other school-related achievements. Positions of responsibility such as school leader, house captain or mentor/peer support leader, SRC representative can be entered later on your CV/Resume, under the experience heading.

You should use **bolding** and/or capitals to highlight heading such as **EDUCATION**, or for sub-headings such as **school name, town name and dates**.

You do not need to enter your Primary School.

Example:

EDUCATION

Geelong Secondary School, Geelong

Sept 2016 - current

Year 10 Subjects

Grades

English

B

Geography

A

History through Film

B+

General Mathematics

B

Chinese

C

General Science

B

Outdoor Education and Leadership

B

Technology – Food Studies

B

IT – Game Design and Animation

A

Digital Art

A

VCE Visual Communication and Design Units 1&2

S

Record your information here:



What are your main achievements?

Achievements could be a section on their own or could be combined with the interests section (below). When writing some detail about the achievement, keep this brief; give an interesting piece of information or some detail so the employer can understand why it was such an achievement for you.

Again, use bolding for sub-headings to help the details stand out, and use active verbs which relate to skills to show the employer you have the skills they seek. Achievements could be sporting, performing arts, creative (art or music), mooted or public speaking... or anything you feel has been an achievement.

Example:

ACHIEVEMENTS

Second Place Award, Monthly 3D Design Competition, Makers Empire

June 2019

- Led a team of four students to develop a digital design of a flexible school shoe, acceptable to school staff, suiting school uniforms and appealing to students
- Identified a key problem at Geelong Secondary School - the issue of student resistance to traditional leather footwear
- Ensured that all members of the team understood and addressed the Design process to incorporate key principles of design in our development (Unity, Balance, Hierarchy, Scale, Emphasis, Similarity and Contrast)
- Collaborated with, motivated and organised the design team to meet the project deadline, delivering an on-line 3D design of the shoe.

Volleyball Captain, Geelong East Club

Sept 2018 - current

- Motivated and led team to win three league titles

Record your information here:



What is your experience?

Experience includes paid and unpaid work and might include:

- Work experience or voluntary work
- Part time or casual jobs
- Voluntary experiences, including Duke of Edinburgh
- Positions of responsibility, such as school leader, peer support leader, sports captain, class captain, SRC representative. Set it out neatly, including:
 - Bolding for headings and sub-headings
 - Sub-headings should include job title, employer name, location and dates
 - Bullet points to demonstrate skills, roles and responsibilities and outcomes (where possible)
 - Skills written as active verbs, which directly relate to the skills required by the employer for the job you are applying for (use your examples from the question above)

Example:

EXPERIENCE

Customer Assistant, K-Mart Photography Counter, Geelong **Jan 2020 - current**

- Communicated with customers, helping them with their photography related queries, serving up to 80 customers per day
- Managed monetary payments and took responsibility for closing the photography counter at the end of the day

Peer Support Leader, Geelong Secondary School **Feb 2020 - current**

- Built relationship with Year 7 students to help them settle into school, which resulted in receiving a thank you card from them at the end of the school year
- Organized weekly lunch meetings with the students to discuss and address any issues they faced.
- Assisted with the running of a Year Peer Support Round Robin sports competition for Year 7 groups

Babysitter, Suburb/Town Name **March 2018 – December 2019**

- Cared for two children under seven, and ensured they went to bed at time agreed with their parents
- Negotiated rate of pay with employer and discussed responsibilities in their absence

Record your information here:



What skills does the employer want from you?

In their job descriptions or on their website, employers will mention skills they would like their employees to have, either generally or for a specific job. Always read the job description or website and list any skills they seek from you, as an applicant. Skills might include (written as active verbs):

- Communicated, Liaised, Explained, Taught, Wrote
- Problem solved, Initiated, Instigated, Adapted
- Managed, Led, Organised, Prioritised, Negotiated, Influenced
- Designed, Created, Planned
- Worked as part of a team, Collaborated
- Analysed, Evaluated, Interpreted

You will have used these skills at some point, and should think about specific tasks, problems or events that you have faced which used these skills; these come from paid and unpaid work, work experience or shadowing, volunteering, DofE, positions of responsibility at school. Then use these as examples on your CV/Resume - usually in the EXPERIENCE and ACHIEVEMENTS sections.

If there is no job description or their website does not mention what skills they seek in their employees, you could search online for a similar job description, or use your initiative about skills the employers would want from you.

List the skills your employer seeks, below, and an example of where you have used that skill (be specific with your example!):

Skill required:

My example:

Skill required:

My example:

Skill required:

My example:



What are your interests?

The last area of a CV, interests, can give the employer a flavour of who you are outside of work and education. Keep this section brief.

Example:

INTERESTS

- Enjoy taking photographs of wildlife, and posting these on Instagram
- Enthusiastic about imagining and designing new and innovative products to address needs of the environment
- Like to travel around Australia and neighbouring countries to learn about people's lifestyle and the challenges they face.

Who will you ask for a reference?

When you are offered a job, employers will ask for a reference from a previous employer, family friend or teacher/academic. It is not essential to list these referees on your CV, unless the job asks you to. However, do get these details for your own records so you can give them to your employer if you are asked for them during the recruitment process. Record the details below.

On your CV, you can simply write:

REFERENCES AVAILABLE ON REQUEST

Academic referee:

Job title:

Email address:

Referee outside of school:

Job title/how you know them:

Email address:

