

RESUME HOW TO

This page contains advice on creating your own resume, curriculum vitae or profile that is a history of your involvement in different areas of your education as well as employment, sport or other activities that you feel illustrates your character and capabilities. You may have already started your resume or you may have thought that you do not need one or you will start one later! It is important not to forget about it as your resume should grow with you, it is a living document that will be important in your life in the future. A summary of activities and achievements is usually called a resume. The most useful resumes are brief, clearly set out and up-to-date. The following headings cover the sort of things most commonly included in a resume. Examples are given under each heading. There is no one way or correct way to structure a resume but you will find common features in different resumes that make them informative, accurate, relevant and easy to read.

You should write your name out in full with your surname in CAPITAL letters.	PERSONAL DETAILS: Name: Christina STAVROS
As with your name, write the address in full and don't forget to include the postcode.	Address: 17 Penny Lane Erinsborough Victoria 3999
If you don't have a telephone, you should give a contact number such as a relative or a neighbour who is willing to pass on a message.	Phone: (03) 9899 6962
This should be written out in full.	Date of Birth: 24 October 1973
Name the city and the State or country in which you were born.	Place of Birth: Erinsborough, Victoria
You should list the post primary school(s) you attended and which years you were there.	Post primary Education: Mirrabooka Secondary College, 1987-1992
List all the subjects that you took and successfully completed. Give the most recent year first. Make sure you have evidence of these in your Record.	School Subjects: Current VCE subjects: Accounting, English, Health Education, Political Studies, Science. VCE Studies successfully completed: Units 1&2 Accounting Units 1&2
You should list details of any courses done or awards received outside school time. If you commence tertiary or further education before applying for a job, include details in your resume.	Other Courses: Awarded Major Bursary in STAV Science Talent Search, 1989 Completed VicSwim Level 6 Program, 1992
List any jobs you have had during school holidays, part-time, casually or in a school work experience program. Include their locations.	Work Experience: Erinsborough Pathology for two weeks (1990) as a laboratory assistant. "Herald-Star" for two weeks(1991) in the photograph library. Part-time employment as a shop assistant at Merrill Lea(1990-1992) Casual babysitting(1989-1991)
Mention all school activities you were involved in. These may include sports, drama, music, debating and so on.	School Activities: Secretary, Students' Representative Council (1989-90) School Community Projects Program (1991) Cast member of school musicals(1989-1992) Member of school drama club!1989-1991)

<p>Give details of your participation in activities run by any organisations or societies outside school.</p>	<p>Membership of Organisations: Erinborough Junior Netball Team(1990-1992) Helped for 2 weeks at Community Halfway House(1990) Erinborough Sky Diving Club(1990-1992) As I am fluent in greek, I often act as an interpreter at the local community centre.</p>
<p>The aim of this section is to give an idea of what type of person you are and what motivates you. Try to pick interests which might highlight particular skills or personal characteristics such as leadership, organisational ability and team spirit.</p>	<p>Interests & Hobbies: Sky Diving Drama Netball Swimming Music</p>
<p>List the names, titles, addresses and telephone numbers of your referees. A referee is a person who knows you well and who will vouch for your abilities or good character if contacted by a prospective employer. Remember to ask these people for their permission before you include their names.</p>	<p>Referees: Ms A Ferrari Ms M Wenzelas Manager Director Merrill Lea Community House Erinborough 112 Warsaw Street Shopping Town Erinborough,Victoria Victoria 3999 Tel:899 3000 Tel:899 5000</p>