Name

Address 1

Address 2

Tapanui 9522

Cell: (000) 000 000

Email: test@gmail.com

# Personal Profile

EXAMPLE 1 – I am a well-rounded, outgoing and approachable seventeen year old who is very responsible and well organised. I am passionate and hardworking, and am always ready and willing to work. With a positive and friendly nature, I like to ensure this is shown to the people around me.

EXAMPLE 2 – I am a High School student interested in gaining part time employment. I have excellent communication and organisational skills. I enjoy working within a team environment and can also complete tasks independently. I am reliable and hardworking.

# Key Skills and Attributes

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| --- |
| * Excellent Customer Service – I am always very professional and polite * Excellent Communication Skills – I communicate well with students and adults * Excellent Time Management and Well Organised – I can effectively balance school and home commitments * Reliable, Responsible and Hardworking * Problem Solving – I can think independently and make effective decisions * Quick Learner with a willingness to learn and improve skills * Excellent Organisational Skills * Team Player with a Friendly Disposition |

# Education and Training

|  |  |  |
| --- | --- | --- |
| **Blue Mountain College** | | **School Years Attended:** 2013 – Current |
|  | | |
| **Currently:** | 2017, Year 13 |  |
| **Current Subjects:** | * Subject 1 * Subject 2 * Subject 3 * Subject 4 * Subject 5 | |
|  | | |
| **Qualifications:** | * NCEA Level 1 (2015) | Endorsed with Merit including:   * Subject Endorsed with Excellence Merit |
|  | | |
|  | * NCEA Level 2 (2016) | Endorsed with Merit including:   * Subject Endorsed with Excellence Merit |

# Additional Qualifications and Achievements

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| * Example 1 – Member of School Team |
| * Example 2 – First Aid Course |
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# Employment History

|  |  |  |
| --- | --- | --- |
| **Company Name, Tapanui** | | Month & Year – Month & Year / Current |
|  | | |
| *Position:* | **Description of what the position is, ie. Shop Assistant** | |
|  | | |
| *Key Skills:* | Working on a part-time basis with the rostered team. Responsibilities include:   * Serving Customers * Food Preparation * Cleaning | |

|  |  |  |
| --- | --- | --- |
| **Company, Gore** | | Month & Year – Month & Year |
|  | | |
| *Position:* | **Description of what the position is, ie. Shop Assistant** | |
|  | | |
| *Key Skills:* | Working on a part-time basis with the rostered team. Responsibilities include:   * Serving Customers * Food Preparation * Cleaning | |

# Interests

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# Referees

|  |
| --- |
| Mrs Smith  12 Sussex Street  Tapanui  (000) 000 0000 |
|  |
| Mrs Jones  14 Derby Street  Tapanui  West Otago  (000) 000 0000 |