**Jane Smith**

0434 111 111

[Jane123@gmail.com](mailto:Jane123@gmail.com)

Australian Citizen

**Education**

2019 – Ongoing – Brisbane Water Secondary College

Currently Year 9 - English, Maths, HSIE, Science, PDHPE, Photography, Multi-Media

**Qualifications**

2018 - Bronze Medallion

2018 - First Aid Certificate

**Experience**

2019 – Ongoing – Ocean Beach Surf-Life Saving club – Patrol member

* Help put flags up
* Patrol the beach

2018 – Ongoing – Dog walking for my neighbours.

2019 – Red Shield Appeal.

**Technology skills**

* Google Docs
* MS Word

**Hobbies and Interests**

* Soccer – Umina United 2011 - 2021
* Reading
* Surfing

**Referees**

In this section you need to think of at least one adult (who is not a relative) who can vouch for your good character, punctuality, cooperative nature etc…

This person may be a teacher you have a good working relationship with or perhaps a sport coach – you could put both….

You would put it like this …

**Referees**

Lisa Smith John Martin

Teacher BWSC Umina Campus Coach Umina Eagles

[Lisa.smith@det.nsw.edu.au](mailto:Lisa.smith@det.nsw.edu.au) Ph: 0404 111 222

Check out the ‘advanced resume’ to see the difference between it and a ‘simple resume’ and think about what you can do to improve yours in the coming years by both increasing your activity inside and / or outside of the school and with your wording.

Look at the ‘Personal Portfolio’ link in Careers Google Classroom to see how to improve your resume etc..