

Sample resume (part-time or casual job)

Frances Ashgrove

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Tailor your objective to the position

Objective

I am an enthusiastic team player, looking for an opportunity to use my strong interpersonal skills in providing high-standard customer service in the hospitality industry.

Relevant Experience

Apr 2012 – Apr 2013
Volunteer, Blue Care Cunnamulla Respite Care

- Prepared and delivered meals for temporary residents
- Assisted in facilitating recreational activities for carers with a range of backgrounds and ages
- Used initiative to research and suggest activities to offer participants, including exhibitions at the Cunnamulla Fella Centre and excursions to the Cunnamulla show.

Emphasise the duties and skills you've had that most closely align with those of the job you're applying for

Feb 2011 – Nov 2011
Book reader, Cunnamulla library

- Book reader for preschool and primary school-aged kids
- Contributed to selection of reading list for two school terms, negotiating with others to include my favourites and I showed flexibility in taking up others' suggestions
- Co-ordinated weekly volunteer book reader roster.

Nov 2011 – Nov 2013
Assistant basketball coach, Police-Citizens Youth Clubs Queensland, Cunnamulla Activity Centre

- Facilitated warm-up activities for a team of primary school kids
- Responsible for opening and closing gym hall before and after training
- Used my strong oral communication skills in facilitating training sessions, and by providing feedback on team players' skills and behaviours with the head coach and parents.

Extracurricular activities

2012 Basketball Team Captain, Cunnamulla State School

- Involved in actively recruiting new team members and keeping existing team mates engaged
- Assisted PE teachers in organising classes and facilitating drills
- Reported to PE teachers about the need for replacement equipment
- Met with team players to listen to concerns on and off the court, and represented team mates to PE teachers and the school principal; negotiated alternative options to overcome identified problem.

Qualifications

2014 - B. Asia-Pacific Studies
Australian National University
Expected completion Nov 2016

2013 Cunnamulla State School
OP8 (out of 25)

Referee

Mrs Campbell
Principal,
Cunnamulla State school
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Extracurricular activities may also provide you with experience and skills that are transferable to the job context in which you apply