

Resume (one page)

[YOUR NAME]

[Phone] · [Email] · [Town], Gippsland

Optional: LinkedIn/[Portfolio]

SUMMARY

Reliable **[job type, e.g., Retail Assistant]** with **[X years]** experience. Strengths in **[skill 1]**, **[skill 2]**, and **[skill 3]**. Local to **[Town]** with **[tickets/licences]**. Available **[days/hours]**.

KEY SKILLS

- Customer service and communication
- [Skill 2, e.g., cash handling / POS]
- [Skill 3, e.g., stock control / inventory]
- Time management and teamwork
- Safety awareness and basic first aid

WORK EXPERIENCE

[Job Title] — [Employer], [Town] | [Month Year]–Present

- [Duty/result 1, e.g., Serve customers and resolve enquiries quickly and politely]
- [Duty/result 2, e.g., Operate POS and balance cash accurately]
- [Duty/result 3, e.g., Restock and maintain clean, safe workspace]
- Achievement: **[quantify, e.g., Trained 2 new staff; reduced refund errors by 20%]**

[Job Title] — [Employer], [Town] | [Month Year]–[Month Year]

- [Duty/result 1]
- [Duty/result 2]
- Achievement: **[short measurable win]**

(If limited experience, add volunteering or school projects here with practical tasks.)

EDUCATION & CERTIFICATES

- [Qualification], [Provider], [Year]
- [Ticket/licence with code if applicable], [Year]
- WWCC/Police Check (if relevant)

AVAILABILITY

[Days/hours], able to work weekends/public holidays if required.

REFEREES

[Name], [Role] — [Company], [Phone]

[Name], [Role] — [Company], [Phone]