

## **2023-24 – APPLICATION RESOURCES AND LINKS**

Students and school leavers require different tools before, during or after employment or training their individual applications when:

- ✓ Looking for employment and training options
- ✓ Completing or updating Resumes, Cover Letters and Application forms
- ✓ Preparing for and participating in Interviews (individual, panel or group)

Below lists weblinks to these resources:

**MY FUTURE** <https://myfuture.edu.au/>

Online Interactive Careers Resource for students to explore career pathways  
Complete activities to help identify your interests, values and skills. View suggested occupations and courses.

Resume, Cover Letter, Application Form and Interview templates or articles  
<https://myfuture.edu.au/job-seeker-resources>

Where Can I look for Employment?  
<https://myfuture.edu.au/career-articles/details/11-places-to-search-for-jobs>

**YOUR CAREER** <https://www.yourcareer.gov.au/>

Australian Government: National Careers Institute. Online home of career information and resources.  
Search Industries and Occupations; Industry Based Literacy and Numeracy Quizzes; and more.

Australian Jobs Report June 2023 <https://www.yourcareer.gov.au/resources/australian-jobs-report>

### **OTHER**

*Currently, popular online job sites in Australia include:*

*Indeed,*

*SEEK,*

*LinkedIn,*

*Workforce Australia,*

*Jora,*

*CareerOne,*

*Adzuna, and*

*Talent.com*

*To read the online article visit*

<https://www.betterteam.com/au/job-boards>

**FOLLOWING (2) PAGES:**

**MY FUTURE RESUME TEMPLATE TO GET YOUR STUDENT STARTED...**

# Rachel Smith

Mobile: 0123 456 789 | rachelsmith@email.com

*(Tip: Name, mobile number and email address are essential. Current address could be included especially if you live nearby. Ensure that it is clearly displayed)*

## Career Objective

I am a reliable hard-working Year 11 student seeking casual or part-time customer service work in a sports retail environment. Having played soccer for nine years and a keen all-round sports enthusiast, I am looking to contribute knowledge and proven communications skills.

*(Tip: A career objective isn't essential, but it's useful if you don't have much experience and can convey enthusiasm and motivation. Briefly summarise any work you have done, your strengths and relevant expertise and state how you aim to apply this to your career goal. Adjust the statement to reflect the role you are applying for.)*

## Availability

Monday – Friday: 4.30pm – 10.00pm  
Saturday – Sunday: 8.00am – 11.00pm  
(up to 20 hours per week)

*(Tip: When looking for part-time casual work, it can be a good idea to include availability. If you're a student, clearly state the maximum number of hours you are able to work per week.)*

## Key Skills

- Customer service ability demonstrated when working efficiently in soccer club canteen
- Numeracy skills for cash handling tasks proven by achieving good results for mathematics subjects
- Highly developed communication skills shown by receiving positive feedback from supervisors after completing work experience
- Strong ability to work as part of a team developed through participating in soccer since the age of eight
- Demonstrated organisation skills as a result handing all assignments in on time
- Able to take responsibility and solve problems proven through umpiring and coaching.

*(Tip: Include 5-9 key skills as bullet points that you like using and that are relevant to the role. When applying for advertised roles, match to any criteria listed in the advertisement. Use action words such as 'demonstrated' or 'highly developed' and then provide information about when, where and how you've used the skill through your studies, work experience, volunteering, sporting activities, etc.)*

## Education

**Merrimac State High School – Gold Coast Qld 4218 – 07 5595 8666**  
**Year 11 - 2023**

- Subjects include: Maths, English, Business Management, VET studies in Sport and Recreation.

*(Tip: List your most recent education qualifications first including any relevant university degrees and certificates. Professional development such as short training courses, workshops, licences, forms of accreditation, and other training can be included but is usually a separate heading.)*

## Work Experience

October 2020 – March 2021

**Park Hill Soccer Club Canteen**                      **Customer service (volunteer)**

- Served customers
- Handled cash including operating of cash register.

June 2019 – February 2020

**Argo Newsagency**                                      **Newspaper deliverer**

- Delivered weekend newspapers to houses.

*(Tip: Focus on most recent work experience first. Include your job title, organisation name and dates. Years and months can be included. Include responsibilities and achievements for each role.)*

## Leadership Roles

2020 – current

**Assistant Coach for junior players**              **Park Hill Soccer Club**

2019 – current

**Soccer umpire for under 14 team**              **Park Hill Soccer Club**

*(Tip: Include any volunteering, community participation or leaderships roles.)*

## Interests/Hobbies

- Played soccer since the age of eight
- Keen spectator of soccer, football and cricket.

*(Tip: Including a section on interests can be useful if it's relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)*

## Referees

John Charles

Coach

Hill Park Soccer Club

0789 123 456

[John\\_charles@hillpark.edu](mailto:John_charles@hillpark.edu)

Wendy Stevens

Year 11 Coordinator

Hill Park Secondary College

\*School contact phone

*(Tip: If you decide to include referee contacts, notify the referee and indicate the type of roles that you will be applying for. You may also want to provide them with a copy of your resume. You can also simply write 'Available on request'.)*