

THE ZERO TO HERO RESUMÉ

Résumé of _____

Date of Birth _____

Suburb you live in _____

School you go to _____

Mobile _____

'I want to work at _____, because _____ (paragraph).

(Give a real, specific reason why you want to work at that business. Do you love what they sell? Do you know someone who likes working there? Have you been a long-term customer?)

I am available to work on _____ days, and these _____ hours.

(Talk to your parents as they'll be taxiing you, and then be specific: give days, and times).

My biggest strength is _____.

(Give a real example of a time you demonstrated your biggest strength.)

The biggest challenge I have overcome is _____.

(Give an example of when you bounced back. Were you dumped from a sporting team and got back in the side? Did you fail an exam but ace it the next time?)

References:

- One academic
- One personal (a mentor, coach, or family friend . . . not your mum)

My Work Experience

(List the jobs you've done, if any, and for each one, a few sentences on your responsibilities and what you learned.)

- Serving Customers
- Making Barista Coffee
- Using a Sales Register
- Cooking or Preparing Food in a Cafe / Restaurant
- Waiter / Waitress in a Restaurant
- Office / Admin work
- Babysitting / Childcare
- Paper Run
- Sales Assistant (working in a shop)
- Education Achievements

Extracurricular Activities

(Use this list to jog your memory. Write two sentences for each: what you did, and how that helps the job you're applying for . . . like 'I played in the footy team, which taught me how to work in a team' for sports.)

- Any of the Barefoot Ten you've completed
- Team Sports
- Debating
- Surf Lifesaving
- Cadets, Scouts or Guides
- Martial Arts
- Gym Membership
- Volunteer Work
- Food Hospitality Course
- Barista course
- Acting or Drama Course
- Public Speaking
- Food Technology Course
- Music
- Speak / Learn a Foreign Language