**FirstName Lastname**

Contact Phone Number

Email Address

**Career Objective**

3 to 4 lines summarising your experience and skills, and the reason why you want the job – what are you passionate about and what is your career objective? Why are you seeking this role in particular? Speak to me about examples.

**Skills and Attributes**

* Proficient in Microsoft Office suite and accounting software such as MYOB and Xero
* Strong organisation and planning skills
* Strong organisation and planning skills
* Able to build positive relationships with staff and customers
* Highly motivated and results driven person
* List skill as above
* List skill as above

**Education**

* 2015 - VCE Kensington Secondary College
* 2017 – Certificate III in Hospitality - KIO Training Services, Melbourne

**Qualifications**

* 2016 - Certificate I in Vocational Preparation - Bobby Brown RTO, Melbourne
* 2017 - Responsible Serving of Alcohol (Victoria) – RSA Victoria, Melbourne
* 2017 - Apply retail food safety practices – KIO Training Services, Melbourne
* 2017 - Prepare and serve espresso coffee – KIO Training Services, Melbourne

**Certificates and awards**

* 2016 – Academic excellence award for English
* 2017 – Perfect attendance award

**Referees**

Name Surname

Position

Organisation

Contact Number

Name Surname

Position

Organisation

Contact Number