**Firstname Lastname**

0400 123 456

[emailaddress@email.com](mailto:emailaddress@email.com)

**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
* Basic knowledge of working with sales systems and communication platforms
* 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

**Employment and Volunteer History**

2018 – 2019

Brotherhood of St Laurence

**Retail assistant** (Volunteer position 2 days a week)

* Provided exceptional customer service whilst greeting and serving customers.
* Collaborated with my team to collectively achieve store goals.
* Point-of-sale transactions, EFTPOS payments, and cash handling.
* Organised and maintained cleanliness of the store.
* Received employee of the month in recognition of my dedication to customer service.

2018

Sandyway Railway Station Cafe

**Food and beverage attendant**

* Created memorable customer experiences through every interaction.
* Maintained a well presented, clean and safe work area.
* Utilised my strong time management and multi-tasking skills during the peak periods.
* Increased sales of a new menu product by 20% by ensuring I recommended it to all customers.

**Education**

* 2017 – Certificate III in Business- Kangan TAFE
* 2012 - 2017 - VCE Kensington Secondary College

**Qualifications**

Youth Projects/Melbourne Training Options (RTO), Glenroy

* 2014 - Certificate I in Vocational Preparation
* 2014 - Certificate II in Retail Services
* 2014 - Responsible Serving of Alcohol (Victoria)
* 2014 - Apply retail food safety practices
* 2014 - Prepare and serve espresso coffee

**Referees**

Lee Brown

*Business Owner*

Sandyway Railway Station Café

0400 000 000

Martha Harlow

*Store Manager*

Brotherhood of St Laurence

0400 123 456