

Example of a Resume

PERSONAL DETAILS

Name: May Susan PROSPER
Date of Birth: 22 August 1990
Address: 300 Geogiades Street, GREENACRE Vic 3999
Telephone: 9999 1111 Mobile: 0000 333 777 Email:
Marital Status: (optional) Single

EDUCATIONAL BACKGROUND

Tertiary: 2011-2014 Australian Catholic University, Melbourne Campus, Fitzroy
Subjects studied for Bachelor of Education (Primary)

Degree of Bachelor of Education (Primary) to be conferred May 2015

Secondary: 2004-2010 Castelton Hill Secondary college, Evanrodd. VCE subjects passed

DETAILS OF PROFESSIONAL EXPERIENCE PRACTICUM:

Placement 1:	School:	Teacher:	Address:	Grade:
Placement 2:	School:	Teacher:	Address:	Grade:
Placement 3:	School:	Teacher:	Address:	Grade:
Placement 4:	School:	Teacher:	Address:	Grade:

PARTICULAR COMPETENCIES GAINED: Experience in planning and managing a multi-age classroom.
DURING PROFESSIONAL EXPERIENCE: Participation in AusVELS inservice

EDUCATIONAL PHILOSOPHY: A statement regarding personal belief and views on teaching

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS: 2013- Editor of the Student Union's quarterly publication

WORK EXPERIENCE/EMPLOYMENT HISTORY: March 2009 - December 2012 Colesworthy store Sales Assistant
March 2012 - present Darrelbar Confectionary Store

COMMUNITY & LEISURE INTERESTS: Secretary, Greenacre Baseball Club

RELEVANT SKILLS: Special Skills: Advanced Computer skills, play an instrument
Knowledge of Languages: Fluent in French (degree of fluency)

REFEREES: Professor M Trabajdora, Faculty of Education
Academic & Professional: Australian Catholic University Ph: 9911 1122
Mr. B Noteworthy, Personnel Manager,
Colesworthy Stores, St Kilda Ph: 9334 4565

Personal: Reverend U Know, 1 Knite Street, Euborn Ph: 9122 1211