

SAMPLE CHILDCARE RESUME

Name

Add your contact details

Summary

- Provide an overview about yourself and your positive skills.
 - Outline a brief overview of your childcare experience.
 - Discuss what you love about working in this industry.
 - Highlight your future career aims and the type of positions that you are looking for.
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Education

Add all your educational achievements here. Examples below:

TAFE Sydney

Certificate III in Children's Services

Graduated: 2010

Sydney Girls High School

Higher School Certificate

Graduated: 2009

Qualifications/Certifications

Outline all of your additional qualifications and certifications. Example below:

- Working with Children Check
 - First Aid Certificates
 - Police Clearance Check
 - Current driver's licence
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Childcare Experience

Outline your childcare experience only, starting with the most recent positions. Below is a guide for how to layout each position and the exact information that we require:

Type of position (E.g. Sole Charge Nanny/Room Leader)

March 2015 – Present

Add name of Family/Centre/Company

Add Location

Responsibilities:

- How old were the children that you cared for?
- Outline all of your main responsibilities in the position, bullet pointing each one
- Give as much details as possible! Include every duty that you carried out in this role
- What were your successes/achievements in the position (e.g. toilet training, introducing child to solids)?
- Any further additional information about the position (e.g. disabilities)

Interests

Outline your personal interests/hobbies.

Childcare References

Name:

Phone:

Email:

Name:

Phone:

Email: