



Got the Job Resumes

Resume Formats

Sample 1–Chronological

Sample 2–Chronological

Sample 3–Chronological

Sample 4–Chronological

Sample 5–Functional

Sample 6–Functional

Sample 7–Functional

Sample 8–Functional

Design

Fonts, Colours and Layout Options

Miranda Stewart

M: 0411 485 222

E: mirandastewart@gmail.com

Profile

I am passionate about fashion, style and beauty and have been working in the industry for over 15 years. I enjoy working with people and have extensive experience in managing teams. I have previously been a small business owner and have diverse skills across make up artistry, beauty therapy and working in retail.

Education

Diploma of Beauty Therapy, 2017–Gordon Institute of TAFE

Diploma of Hairdressing Salon Management, 2011–Gordon Institute of TAFE

Work History

Senior Teacher, Canberra Institute of Technology December 2018–current

Key achievements:

- delivering Certificate II, III and IV in beauty therapy with 100 per cent pass rates of all students under my tuition
- designing and developing tailored beauty courses to meet nationally recognised training courses
- managing a team of five staff

Store Manager, Beauty Bar 2014–November 2018

Key Achievements:

- managing Beauty Bar retail outlet including supervision of 12 staff
- selling over \$500,000 pa resulting in being the highest ranked Beauty Bar outlet in Australia for three years consecutively
- buying stock from independent wholesalers
- merchandising stock and store layout to maximise sales
- delivering “Balayage and Freehand Hair Painting” courses

Business Owner, Hair by Miranda Salon 2011–June 2014

Key Achievements:

- successful small business owner operating a high turnover hair salon in a suburban shopping complex
- offering a diverse range of services in addition to hair cutting including makeup application and manicures and pedicure services, providing a one stop makeover experience for customers

Senior Stylist, Haircut 100 Salon 2005–October 2011

Key Achievements:

- building a personalised clientele of over 50 customers
- apprentice of the year 2007 and 2008
- styling, cutting and colouring in line with contemporary best practice industry standards

Vocational Training

Managing and Leading for Performance—Innovative Leaders, 2018

Cert IV in Workplace Training and Assessment—Training Solutions, 2017

Cert IV in Loss Prevention—Security Systems, 2014

Evan Stewart
Mob: 0411 621 976
DOB: 19 January 2001
email: evan.stewart@hotmail.com

Education

Certificate II in Animal Studies (Canberra Institution of Technology) Bruce 2018

Hawker College: 2017–2018

St Francis Xavier College: 2013–2016

St Thomas Aquinas Primary School West Belconnen: 2005–2012

Referees

John Smith

Phillip Brown

McDonalds Charnwood

Supabarn Canterbury

Ph: 6256 9199

Ph: 6158 0281

Work History

Store person–Supabarn Canterbury August 2018–current

- Assisting customers locate and transport items when working during store hours
- Collecting and transporting items from the storeroom to the sales floor for shelving and stocking
- Organising shelving, racks and bins, removing all products or goods that have been misplaced and bringing them to appropriate areas
- Positioning products and goods in an organised way on racks and in shelves or bins
- Referring to stock inventory and record products sold and taken from stockroom
- Restocking shelves with goods, placing products with earliest expiration dates in the front and placing new items in the back

Event Technician–Casual, ACT Government March 2018–Current

- Providing logistical support
- Laying out and retrieval of audio and video cabling
- Deconstruction and removal of staging
- Re-casing audio and lighting equipment
- Other duties as required

Evan Stewart
Mob: 0411 621 976
DOB: 19 January 2001
email: evan.stewart@hotmail.com

Domino's Canberra City–November2017–February 2018

- Cash and EFTPOS handling
- Food preparation
- Team participation working in fast past paced environment
- Customer Service
- Following Procedures and Policies

McDonalds Charnwood August 2015-April 2018

- Cash and EFTPOS handling
- Food preparation
- Team participation working in fast past paced environment
- Customer Service
- Following Procedures and Policies

Volunteer Experience

- Charnwood Community Carnival including food preparation, cash handling and customer service
- McDonalds School Fun Nights including cash handling and customer service
- Assistance with students at Cranleigh School
- Participation in St Thomas Aquinas year six church buddy scheme
- Pet sitting

Interests–Activities

- Music
- Belwest Foxes Soccer Club 2004
- ACT Grid Iron
- Fitness & Recreation–Skateboarding and Gaming

Suzy Stewart
Mob: 0415 879 378
DOB: 27 January 2004
email: suzystewart@gmail.com

Education

North East College 2020-current
South West Secondary School: 2016–2019
St Anthony's Primary School: 2008–2015

Referees

Kim Jones
Australian Sports Commission
M: 0418 41 345

Work History

McDonalds Charnwood August 2018–current

- cash and EFTPOS handling
- food preparation
- team participation working in fast paced environment
- customer service including front counter and drive through
- following Procedures and Policies

BJP Physical Culture–Assistant Teacher Tiny Tots

- teaching dance routines dance styles such as jazz, ballet, hip hop, contemporary, aerobic dance and yoga and improving posture through marching

Volunteer Experience

- Charnwood Community Carnival including food preparation, cash handling and customer service
- McDonalds School Fun Nights including cash handling and customer service
- participation in St Thomas Aquinas year six church buddy scheme
- pet sitting

Interests–Activities

- BJP Physical Culture 2007–current
- QL2 Dance–Australian youth dance at its best- transforming young lives and nurturing Australia's future dance professionals
- participating in school music and dance production

Miranda Stewart

Career Summary

I am passionate about fashion, style and beauty and have been working in the industry for over 15 years. I enjoy working with people and have extensive experience in managing teams. I have previously been a small business owner and have diverse skills across make up artistry, beauty therapy and working in retail.

Contact

M: 0211 408 456

E: miranda.stewart@bigpond.com

Work history

Senior Teacher–Canberra Institute of Technology
2018–current

Store Manager–Beauty Bar–2014-2018

Business Owner–Hair by Miranda Salon–2011-2014

Senior Stylist–Haircut 100 Salon–2005-2011

Education

Diploma of Beauty Therapy 2017–Gordon Institute
of TAFE

Diploma of Hairdressing Salon Management 2011
–Gordon Institute of TAFE

Vocational Training

Managing and Leading for Performance

Cert IV in Workplace Training and Assessment

Cert IV in Loss Prevention

L’Oreal Trend Techniques Course

Training Solutions Ultimate Male Grooming Course

Skills and Achievements

Customer Service

Excellent verbal and written communication skills resulting in being the top ranked Beauty Bar with over half a million-dollar turnover.

Responsive and adaptable to customer needs resulting in over 50 personal clients as Senior Stylist with Hair Cut 101 salon.

Responsive and resilient when listening to customer needs by expanding Hair by Miranda’s service offering to include makeup, manicure and pedicure services, resulting in the overall customer experience and increasing profit by 90 per cent per annum.

Technical /Administrative

Designing and delivering nationally recognised training courses with 100 per cent retention and pass rates of participants including all administrative functions associated with beauty faculty.

Proficient in MYOB and Microsoft Office Suite

Demonstrated skills in merchandising and all aspects of running a small business and retail outlet.

Interpersonal

Demonstrated leadership skills such as mentoring and developing staff resulting in high performing teams.

Evan Stewart
Mob: 0411 621 976
DOB: 19 January 2001
email: evan.stewart@hotmail.com

POSITION

Customer Service Team Member–Store Person

HIGHLIGHTS OF QUALIFICATIONS

- excellent communication skills
- skilled in planning, coordinating and problem solving
- supportive team worker
- quick learner
- adapts easily to new environments
- accurate keyboarding and data entry skills
- proficient in Microsoft Office Suite

SKILLS AND EXPERIENCE

- experienced in stock inventory, ordering and stock replenishment
- demonstrated customer service skills
- demonstrated ability to work in a fast-paced team environment
- skilled in cash handling and EFTPOS
- experienced in logistic and event management including technical and lighting
- sound understanding of workplace policies and procedures
- skilled at food preparation

EMPLOYMENT HISTORY

- Store person–Supabarn Canterbury, August 2018–current
- Event Technician, NSW Government March 2018–Current
- Domino’s Canberra City–November2017–February 2018
- McDonalds Charnwood August 2015–April 2018

EDUCATION

- Certificate II in Animal Studies (Canberra Institution of Technology) Bruce 2018
- Hawker College: 2017–2018
- St Francis Xavier College: 2013–2016

- St Thomas Aquinas Primary School West Belconnen: 2005–2012

VOLUNTEER EXPERIENCE

- Charnwood Community Carnival including food preparation, cash handling and customer service
- McDonalds School Fun Nights including cash handling and customer service
- Assistance with students at Cranleigh School
- Participation in St Thomas Aquinas year six church buddy scheme
- Pet sitting

INTERESTS–ACTIVITIES

- Music—currently in performing rock band
- Belwest Foxes Soccer Club 2004

SAMPLE FIVE

Mary Stewart
Mob: 0417 383 413
DOB:23 March 2005
email: marystewart@gmail.co

Skills and Abilities

I am polite, reliable friendly and enjoy learning new things and tasks. I am energetic, motivated and like working with people.

I enjoy sports activities such as netball, running which, I have done at a representative level at the Riverina Cross Country. I also enjoy listening to music, being creative with English and History as my best subjects.

Achievements

I participated in the World's Greatest Shave in 2016 and raised \$1800 for the "Leukemia Foundation".

I have been on the Student Representative Council School in year seven and was a School and Peer Support Leader in year six. My responsibilities included leading by example, public speaking, organising routines such as morning line ups and school assemblies.

Work Experience

Kennedy's Meats

- assisting with customer deliveries
- communicating with customers
- picking customer orders from the warehouse

Babysitting

- Supervising a three-year-old. Duties include playing games, preparing meals and providing recreational activities

Education

Murray High School: 2018–current

Jindera Public School: 2013–2017

Referees

Kerrie Lean (Netball Coach) Lucy Wohlhagen

M:0418 550 684 M:0438 404 489

Volunteer Experience

- Assisting with training and coaching of younger players at the Bentley Football and Netball Club.
- Assisting with cleaning after games and functions at the Bentley Football and Netball Club.



Sally Stewart
M: 0412 698 141
E: sallystewart@hotmail.com
PO Box 321 Canberra ACT 2601

Education

University of Canberra
Bachelor of Nursing
Graduated 2009

Skills and Abilities

I am a dedicated Registered Nurse (RN) with experience in:

- General Practice
- Aged care
- High dependency
- Medical nursing
- Community nursing
- Orthopedics

I currently work as a RN in General Practice. I am friendly, non-judgmental and work well as an individual and as part of a health care team. I always receive positive feedback from patients and my supervisors in relation to my approach to patient care. I work within the Australian Nursing Standards, and standby my work performance. I am discrete in how I undertake my work but ask for assistance when needed.

I am passionate about wound care. I have regular aged care patients in the Practice and conduct home visits. As a result of my experience in this field, I have identified areas for improvement. I have a high rate of success wound care including chronic sores, diabetic and pressure ulcers. My patient list has increased based on my reputation for effective care and going above and beyond. I am confident my skills, abilities and commitment would be a great asset as a RN and as a supervisor and mentor.

Employment History

Maryville Medical Practice– April 2017–Current
Responsibilities–General Nursing

- general Practice Management Plans and holistic care
- working with Allied Health Professionals
- immunizations, wound care, health checks
- diabetic reviews, care plans and monitoring
- visiting nursing home to review residents
- using Genie computer system
- inventory control and procurement

- reception duties including; appointment scheduling, time management, account processing
- general administration, communications, opening and closing practice, stock take, ordering and maintaining supplies

Villaggio Saint Antonio– November 2016–April 2017
Responsibilities–General Nursing

- caring for 82 residents
- supervising, rostering and training staff
- Individualised care planning
- wound care for chronic wounds, amputations and others
- palliative care, working with Clare Holland house providing palliative care to residents with multiple different care needs, cancer, pneumonia, septicemia
- working with doctors and Allied Health Professionals on holistic care and treatments
- catheter changing and care
- risk assessments and Aged Care Funding Instrument (ACFI) documentation and training

Goodwin Aged Care Facility Ainslie–February 2015–November 2016
Responsibilities–Registered Nurse

- caring for 108 residents
- acting Care Manager
- care planning
- ACFI
- supervising up to 20 staff
- catheter, wound, palliative and plural drain care

Absolute Home Care–November 2012–April 2015
Responsibilities Registered Community Nurse

- patient home care
- assessing, planning, implementing, documenting and evaluating care to ensure a coordinated holistic approach that best meets the individual needs of the patient
- assisting in specialty clinics with physician specialists or other health care providers
- promoting a safe and healthy environment in patient homes
- general nursing and wound care

Professional Nursing Agency–February 2012–November 2012
Responsibilities–Registered Nurse

- caring for patients in hospitals and Canberra nursing homes
- administering treatment procedures
- liaising with other medical health professionals and specialists in relation to patient care plans and referrals
- administering medication, changing dressings, providing medical support to doctors
- successfully adapting to different ward routines and procedures

- successfully working with different management styles on an ongoing basis
- demonstrating flexibility and innovation in the approach to different patients
- maintaining records and confidentiality
- meeting and exceeding set targets in relation to patient care
- responding to patient, medical professional and staff enquiries via phone and in person

Calvary John James, Student Registered Nurse–February 2010–December 2012

- three months Orthopedics
- three months ICU/High dependence unit
- 12 months Medical

Responsibilities

- leading a team of nursing staff, including training of new starters
- managing daily patient volumes including medical and surgical, admissions and discharges
- acting Nursing Unit Manager
- coordinating staff & patients
- Occupational Health and Safety Officer (course completed March 2011)

Maintenance Receptionist–Calvary Hospital–1998–2003

Responsibilities

- Providing high quality secretarial support to a team of medical professionals

Switchboard Operator–Canberra Hospital–1997-1998

Responsibilities

- providing information and advice to callers, including emergency calls and undertaking administration including typing, mailing, sorting and record maintenance



Professional Summary

I currently work as a RN in General Practice. I am friendly, supportive and work well individually and as part of a health care team. I work within the Australian Nursing Standards, and standby my work performance.

I am passionate about wound care. I have regular aged care patients in the Practice and conduct home visits. As a result of my experience in this field, I have identified areas for improvement. I have a high rate of success wound care including chronic sores, diabetic and pressure ulcers. My patient list has increased based on my reputation for effective care and going above and beyond.

Skills and Abilities

I have extensive experience in:

- General Practice
- Aged Care
- High Dependency
- Medical Nursing
- Community Nursing
- Orthopedics

Education

University of Canberra
Bachelor of Nursing
Graduated 2009

Vocational Training

Risk assessments and Aged Care Funding Instrument (ACFI) documentation and training–November 2015

Occupational Health and Safety Officer – March 2011

Advanced Diploma of Nursing (Acute Care)– April 2014

Advanced Diploma of Nursing (Aged Care and Individual Support) June 2016

Employment History

April 2017–Current–General Nursing–Maryville Medical Practice

Responsibilities:

- general Practice Management Plans and holistic care
- working with Allied Health Professionals
- diabetic reviews, care plans and monitoring and immunisations
- visiting nursing home to review residents
- wound care and health check
- using Genie computer system
- general administration inventory control and procurement
- reception duties

November 2016–April 2017–General Nursing–Villaggio Saint Antonio

Responsibilities:

- caring for 82 residents, additionally supervising, rostering and training staff
- individualised care planning, working with doctors and Allied Health Professionals on holistic care and treatments
- wound care, for chronic wounds, amputations and others
- palliative care, working with Clare Holland house
- catheter changing and care

February 2015–November 2016–Registered Nurse–Holiday Aged Care Facility

Responsibilities:

- caring for 108 residents, additionally acting Care Manager and supervising up to 20 staff
 - catheter, wound, palliative and plural drain care
- November 2012–April 2015–Registered Nurse Community Nursing–Absolute Home Care

Responsibilities:

- patient home care including assessing, planning, implementing, documenting and evaluating care to ensure a coordinated holistic approach that best meets the individual needs of patients

February 2012–November 2012– Registered Nurse–Professional Nursing Agency

Responsibilities:

- caring for patients in hospitals and Canberra nursing homes
- administering treatment procedures and medication
- liaising with other medical health professionals and specialists in relation to patient care plans and referrals
- demonstrating flexibility and innovation in the approach to different patients and maintaining records and confidentiality
- three months Orthopedics
- three months ICU/High dependence unit

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Got the Job Resumes

Design– Fonts, Colours & Layout Options

The standard layout for an easy to read resume has a white background with black text and I recommend using either of the following font styles:

- Arial-12 pt
- New Times Roman-12 pt
- Calibri-12 pt

Using a pop of colour for your headings or borders and will give your resume flair. Choose from the colour options below (shades can be varied) to suit your preference and reflect your personality.

Text Colour	Colour Headings	Colour Layout (borders, boxes etc.)
Black	Black	Black
Blue	Blue	Blue
Green	Green	Green
Grey	Grey	Grey
Red	Red	Red