

# Student's name

Street Name  
Suburb and postcode  
Mob: XXXX XXX XXX

## Career Statement

I have always been interested in Business Administration. I recently finished a course and received my Certificate II in Business and I wish to obtain employment in this field.

## Relevant Skills

- Microsoft Office- Word, PowerPoint, Excel, Outlook, Publisher
- Keyboarding- 40.12 WPM with 100% accuracy.
- OHS in the workplace
- Equipment use - Photocopier, shredder, Laptop, binder, laminator, fax, labeller, guillotine
- Prepare simple business documents – Letters, Memos, Faxes, Minutes
- Able to work in a team to complete tasks

## Education

Trade School for the Future	Cert II in Business	2010
Kadina Memorial High School	Year 12	2010
<i>(Subjects: Child studies, Hospitality, Community Studies)</i>		
Trade School for the Future	Cert III in Business	Current

## Interests

Relay for Life	Team Captain	2010
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## Referees

Bev Prestwich  
Business Lecturer

Phone: 8820 XXXX  
Mobile: 0419 XXX XXX