

# My Work Resources

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## RESOURCES FOR WORK

If you need more help to understand your strengths so you can find employment or voluntary work there are some web based organisations that do free tests to help you work this out:

- Character strengths - <http://www.viacharacter.org/www>
- What work you might like doing - <http://joboutlook.gov.au/careerquiz.aspx>

You can find out information about volunteering opportunities at:

- Volunteering SA-NT - [http://www.volunteering.sa.org.au/VSA\\_HOME\\_FindingAPosition](http://www.volunteering.sa.org.au/VSA_HOME_FindingAPosition)
- Volunteering with the SA government - <https://www.sa.gov.au/topics/community-support/volunteering/becoming-a-volunteer/volunteering-through-the-south-australian-government>
- Search the websites of organisations for whom you would like to volunteer

## MY RESUME OR CV OUTLINE (BRIEF)

*[It is useful to keep information to build a brief resume. Write dot points or brief answers to the following areas. If you cannot complete an area then leave it out.]*

**My Curriculum Vitae (CV) or resume includes:**

- Your contact details
- Why you want the position (salaried or voluntary)
- The key knowledge and skills that you bring to the position
- Your employment history/volunteering/work placements
- Your educational qualifications /study history
- Your personal attributes/interests/abilities
- Your aspirations
- Your references or 2-3 referees

There are many free resume builders on line. You may find them helpful. They have built in formatting which makes it easier for you to develop a quality document. Here are three to check:

<http://www.jobaccess.gov.au/publication/resume-template-standard>

<http://www.careersonline.com.au/smartmoves/generator/index.html>

<http://resume.careerone.com.au>

You may obtain support in this area from your Employment Service.

**My Employment Provider is:** .....

## EXAMPLE OF A SIMPLE RESUME

[Source: this example is based upon a sample from Australian Government's Job Access website  
<http://www.jobaccess.gov.au/publication/resume-template-standard>]

### RESUME FOR (YOUR FULL NAME)

#### CONTACT DETAILS

Contact phone no.: (include area code)

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Mobile phone no.: (full number)

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Email address: (check you have this accurate)

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Postal address: (City, STATE, Postcode)

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**CAREER OBJECTIVE** *[The title and number of the job you are applying for.]*

*[...or write a sentence or two about the kind of work that you would like to do and the skills you want to develop.]*

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e.g. I wish to apply for the Senior Florist position 0456 with Australian Floral Design. I have 4 years experience as a general florist and I wish to refine my skills in working with Australian native flowers.

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**EMPLOYMENT HISTORY** *[List jobs you have done paid and then voluntary.]*

*[List each job by the year you started and the year you ended work there. Start the list with your most recent job first and work backwards.]*

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e.g. June 2011 – December 2015 Receptionist for Harold Bloggs Pty Ltd

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- *[Briefly dot point what duties you did and or skills you acquired.]*
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#### EDUCATION

*[Start your list with your highest and most recent formal qualification and end with the last year of high school that you completed. Start with the year you gained your qualification, then the name of course or degree, and the place you received the qualification e.g. TAFE or University.]*

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e.g. 2012 Certificate IV in Floristry Adelaide TAFE

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## SHORT COURSES

*[Name of educational institution, then the title of the course and the date you were awarded it.]*

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e.g. WEA Arranging Australian Wildflowers 1-3 August 2015

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## RELEVANT SKILLS

*[List the most important skills that you have gained from your paid or volunteer work.*

*e.g. customer service.]*

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- *[skill]*

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- *[skill]*

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e.g. • Receive and store floristry stock

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- Preparation of accurate quotation on floristry products

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## SPECIAL ACHIEVEMENTS

*[Provide the title and date for work or skill-related awards you have achieved.]*

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e.g. 'Most Outstanding Arrangement of Australian Natives' awarded 23 September 2015  
by Australian Flower Industry National Awards 2015.

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## HOBBIES AND INTERESTS

*[Write about skills that may have relevance to your current job application.]*

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e.g. Cultivating Australian native orchids (shows you understand Australian horticulture)

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## REFEREES

*[Provide the contact details for 2-3 people that you have recently worked with (paid or voluntary) or ask teachers that you have studied with recently if you have limited work experience.]*

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**FULL NAME:**

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Position title and Business or educational institution:

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(Area code) phone no.:

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Mobile phone no.:

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*[Repeat for all referees.]*

## MY FINANCES

Your finances (salary or pension) need to be managed carefully so that you can meet all your living, health and social requirements.

There are computer programs and applications that can help you to do this.

A helpful free resource to get you started with managing your finances is the Australian Government's 'Money Smart' website:

[www.moneysmart.gov.au](http://www.moneysmart.gov.au)

### You can download:

- A budget planner
- Information on help with debt
- Links for financial counselling
- Information on reaching your saving goals

Others you can try the links at:

<http://www.moneyhelp.org.au/tools-tips/budget-planner>

[http://raisingchildren.net.au/articles/budget\\_planners\\_and\\_other\\_links.html](http://raisingchildren.net.au/articles/budget_planners_and_other_links.html)

### You can obtain free financial services from:

CentreLink -

<http://www.humanservices.gov.au/customer/services/centrelink/financial-information-service>

Commonwealth Government Department of Social Services -

<https://www.dss.gov.au/our-responsibilities/communities-and-vulnerable-people/programs-services/commonwealth-financial-counselling-cfc>