

Word Processing Project

Resume and Job Application

You are applying for a part-time job, and you need a detailed resume to send with your application letter for the job. You will need to produce a one-page resume using the sample below as a guide. Try to avoid the use of WordArt as employers will not be impressed with it and use tab stops to align headings.

Once the resume is complete produce a job application letter applying for a job at an organization. There is a sample letter on the next page. You can use the details in the sample or enter your own details.

Personal Resume

Name: Ivor Boyle

Address: 35 Primrose Lane, Fitzroy, 3065

Telephone: 0469 599 562

Date of Birth: 25/7/2011

Marital Status: Single

Education: Currently doing Year 8.
Successfully completed Year 7.

Outside Interests:

- Member of a dance group.
- Member of a tennis club
- Swimming
- Camping

Work Experience: Morrison's Music Store
855 High Street, Preston, 3072
Sales Assistant

Referees: Mr. P. Collins
Fitzroy North High School
75 Roberts Road, Fitzroy North, 3068
Ph: (03) 5966 4424

Ms. R. Nicholls
Fitzroy North High School
75 Roberts Road, Fitzroy North, 3068
Ph: (03) 5966 4424