0415 387 945

[johnparker@pmail.com](mailto:johnparker@pmail.com)

Suburb, State, Postcode

**JOHN PARKER**

**Personal Statement**

Outline here your career objectives in two or three short sentences. If you are applying for a specific position, ensure to read the job description carefully and include any relevant key word here. Make a case why you are the best candidate for the position.

**Professional Skills**

*List relevant skills here*

* Excellent communication skills
* Punctual
* Creative
* Quick Learner

**Educational Qualifications**

December 2020

Completed QCE at Big Secondary School, Kangaroo Point Brisbane, please see attached results

December 2020

Completed School Based Traineeship, Certificate II in Business Administration at Tafe Queensland

*List more in this format*

**Employment History**

August 2018 – January 2020

Casual Shop Assistant at The Local Retail Group

* *List responsibilities/achievements here*

*List more in this format*

**Interests**

*List 2-3 interests here*

**Volunteer Activities**

*List any volunteer activities relevant to the job you are applying for.*

**Referee’s**

Mr Fred Clark

Manager

The Local Retail Group

0481256987

[fredclark@pmail.com](mailto:fredclark@pmail.com)

*List others in this format.*