

# Sample Resume



## NOTE:

- This is a guide only.
- Do not duplicate this as "your" resume.
- Do not send originals ~ please send copies.

To whom it may concern,

I believe that I have the attributes to become a skilled plumbing apprentice and to further contribute to the success of your company.

My Curriculum Vitae lists my abilities and capabilities to fulfil this position.

Should the opportunity be presented to me, I would be delighted to attend an interview.

Yours sincerely,

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NAME

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DATE

NAME

APPLICATION  
FOR EMPLOYMENT AS AN  
APPRENTICE PLUMBER

INSERT  
A  
RECENT  
PHOTOGRAPH

## **PERSONAL DETAILS**

Name:

Address:

Phone:

Mobile:

Date of Birth:

## **EDUCATION**

1998 - 2001 -

2001 - 2004 -

Subjects:

I am currently studying for the School Certificate.

## **INTERESTS AND HOBBIES**

I enjoy reading, but my main outside interests are surfing in the summer and being an active member of the Anywhere Surf Lifesaving Club.

Obtaining my Bronze Medallion now requires me to carry out regular surf patrols for the Anywhere Surf Lifesaving Club.

During the winter, Rugby League is my passion. I have been playing football for the Anywhere Junior Football Club for the past 5 years.

## **PREVIOUS EMPLOYMENT**

My previous employment was at McDonalds in (location), where I worked casually on weekends for a period of 10 months. My duties included the preparation of food, cooking and cleaning. I found this job rewarding as my ability to work in a team has given me increased confidence.

Name of Referee:

Phone No:

Type of Business:

## **WORK EXPERIENCE**

During the April 2004 school holidays, I sought out and obtained 2 week's work experience with Jeff Waters of Drip Drop Plumbing.

I found the work very interesting, which has only furthered my desire to become an apprentice plumber.

## **REFEREES**

Listed below are referees I feel confident, would provide further information on my character and ability.

Name	Position	Company Name Phone No
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## **SUPPORTING STATEMENT**

In support of the application for a position as an apprentice plumber with your company, I wish to include the following.

The Plumbing Industry has always interested me, due to the fact that

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I look forward to hearing from you.

Yours sincerely

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Name

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Date

**YOU MUST** include *copies* of your last two school reports and any other documentation that will support your statement.