

BUILD YOUR RESUME

A practical, ATS-friendly template for early-career and frontline roles with the Y NSW

You do not need years of experience to create a strong resume.

The Y wants to understand why you are interested, what you can contribute, how you work with others, whether you are reliable and willing to learn, and how you help create a safe and welcoming environment.

Show your transferable experience

- Casual or part-time work
- School, TAFE, or university projects
- Sport and coaching
- Volunteering
- Community or cultural activities
- Caring for or supporting others
- Fundraising and events
- Work experience placements

Tailor your resume

Read the advertisement and identify the main skills it asks for. Where those skills genuinely match your experience, use the same clear terminology in your resume.

Keep the design simple and ATS-friendly

- Use a single column layout and clear headings.
 - Use simple bullet points.
 - Keep the final resume to one or two pages.
 - Do not use photographs, graphics, rating bars, or text boxes.
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- Save as FirstName_Surname_Resume.docx or a text-based PDF.

Use a professional email address

- A simple format works best, for example:

firstname.lastname@email.com



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Final check before submitting

- My mobile number is correct.
- My voicemail sounds professional.
- I checked my spelling and grammar.
- My availability is accurate.
- I explained my contribution, not just listed activities.
- My referees agreed to be contacted before being included in my resume.
- I removed all unused instructions and examples from this template.

How to use this template

Replace every instruction in [square brackets] with your own information. Delete examples and guidance before submitting. Keep the finished resume to one or two pages where possible.



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[YOUR FULL NAME]

[Suburb, NSW] | [Mobile number] | [Professional email address]

ABOUT ME

[Write 3–5 sentences: who you are, the role you want, what you enjoy, two or three strengths, and how you would contribute to a safe, inclusive, and positive Y experience.]

Example

I am a friendly and reliable university student interested in working in customer service and recreation. Through casual work, volunteering, and team sports, I have developed strong communication, teamwork, and organisation skills. I enjoy helping people and would welcome the opportunity to learn, contribute, and make customers feel safe and welcome at the Y.

MY STRENGTHS

Choose six to eight strengths that genuinely describe you, then delete the others.

- | | |
|--|---|
| ☐ <i>Friendly and respectful communication</i> | ☐ <i>Customer service</i> |
| ☐ <i>Teamwork</i> | ☐ <i>Reliability and punctuality</i> |
| ☐ <i>Willingness to learn</i> | ☐ <i>Working with children or young people</i> |
| ☐ <i>Safety awareness</i> | ☐ <i>Problem-solving</i> |
| ☐ <i>Staying calm under pressure</i> | ☐ <i>Organisation and time management</i> |
| ☐ <i>Leading activities</i> | ☐ <i>Sport, fitness, or recreation</i> |
| ☐ <i>Cleaning and maintaining shared spaces</i> | ☐ <i>Using computers and digital systems</i> |

EXPERIENCE

Include paid work, casual work, work experience, volunteering, school activities, coaching, or community participation. Start each bullet with an action word.



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EXPERIENCE 1 | [ROLE OR ACTIVITY]

[Employer, school, club, or organisation]
[Suburb, NSW]

[Month Year] – [Month Year or
Present]

- *[Action word + what you did]*
- *[Who you helped, supported, supervised, or worked with]*
- *[How you contributed to safety, teamwork, or customer service]*
- *[What you learned or achieved]*

EXPERIENCE 2 | [ROLE OR ACTIVITY]

[Employer, school, club, or organisation]
[Suburb, NSW]

[Month Year] – [Month Year or
Present]

- *[Action word + what you did]*
- *[Who you helped, supported, supervised, or worked with]*
- *[How you contributed to safety, teamwork, or customer service]*
- *[What you learned or achieved]*

EXPERIENCE 3 | [ROLE OR ACTIVITY]

[Employer, school, club, or organisation]
[Suburb, NSW]

[Month Year] – [Month Year or
Present]

- *[Action word + what you did]*
- *[Who you helped, supported, supervised, or worked with]*
- *[How you contributed to safety, teamwork, or customer service]*
- *[What you learned or achieved]*



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Need ideas?

Experience may include welcoming customers, processing payments, helping prepare equipment, encouraging participation, meeting deadlines, organising events, maintaining safe shared spaces, or using technology.

EDUCATION

[QUALIFICATION OR CURRENT COURSE]

[Click or tap here to enter text]

[School, TAFE, university, or training provider]

[Click or tap here to enter text]

[Year completed or expected completion year]

[Click or tap here to enter text]

Relevant subjects, projects, or achievements

- *[Relevant subject, project, or achievement]*
- *[Leadership, sporting, or community involvement]*
- *[Award, recognition, or responsibility]*

LICENCES, CHECKS AND QUALIFICATIONS

Only include checks and qualifications you currently hold.

Do not include identification numbers or copies of checks.

Check or qualification	Status / details
Working with Children Check	[Current / Application in progress / Not yet obtained]
First Aid	[Qualification and expiry date]
CPR	[Qualification and expiry date]
Coaching qualification	[Qualification and expiry date]
Driver licence	[Licence class, if relevant]

AVAILABILITY

Be accurate. Frontline roles may involve early mornings, afternoons, evenings, weekends, or school holidays.

Day	Available times
Monday	[Enter availability]
Tuesday	[Enter availability]
Wednesday	[Enter availability]
Thursday	[Enter availability]
Friday	[Enter availability]

Saturday	[Enter availability]
Sunday	[Enter availability]
School or university holidays	[Enter availability]
Earliest start date	[Enter availability]



INTERESTS AND COMMUNITY INVOLVEMENT

Include interests that help the employer understand you, and your connection to the role.

- [Sport, fitness or outdoor activities]
- [Working with children or young people]
- [Community, cultural or volunteering activities]
- [Creative, technical or practical interests]

REFEREES (optional)

[REFEREE'S NAME]

[Manager, teacher, coach, supervisor, or volunteer coordinator]

[Organisation]

[Phone number] | [Email address]

[REFEREE'S NAME]

[Manager, teacher, coach, supervisor, or volunteer coordinator]

[Organisation]

[Phone number] | [Email address]

Ask each person before adding their details. Choose someone who can comment on your reliability, attitude, conduct, and or ability.



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