

# Casey Brown

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*(Tip: Name, mobile number and email address are essential. Current address could be included especially if you live nearby. Ensure that it is clearly displayed.)*

## Career Objective

With my carpentry apprenticeship just completed, I am seeking an opportunity to broaden my experience and skill level within a large construction firm. My areas of strength include installing, finishing and repairing of wooden and metal structures. My long term goal is to become a registered builder specialising in quality residential structures.

*(Tip: A career objective isn't essential, but it's useful if you don't have much experience and can convey enthusiasm and motivation. Briefly summarise any work you have done, your strengths, experience and relevant expertise and state how you aim to apply this to your career goal. Adjust the statement to reflect the role you are applying for.)*

## Education

2015 – 2018

**South Western TAFE**                      **Certificate III in Carpentry**

2014

**Grange High School**                      **Year 10**

## Training/Licence

Current

**Victorian Drivers licence (Owner of a reliable vehicle)**

2015

**South Western TAFE**                      **Construction Induction (CI) Card**

*(Tip: List your most recent education qualifications first including any relevant university degrees and certificates. Professional development such as short training courses, workshops, licences, forms of accreditation, and other training can be included but is usually added under a separate heading.)*

## Building Experience

June 2015 – present

**Skilled Construction Pty Ltd**                      **Apprentice Carpenter**

- Assisting with construction of sub-floor, ceiling and wall framing for houses in new estates.
- Erect and dismantle formwork for footings and slabs on ground.
- Formwork for concreting.
- Installation of window and door frames.
- External cladding.

*(Tip: If possible, list your most relevant education and experience on the first page. If you have relevant experience, you may want to highlight this with functional headings (ie Building experience).*

## Customer Service Experience

June 2013 – February 2014

**Kmart, Swansford**                      **Retail Assistant**

- Assisting customers.
- Handling transactions.
- Restocking shelves, doing stock takes.
- *Achievement:* Awarded Kmart Employee of the Month, September 2013.

## Key Skills

### Carpentry expertise:

- Well organised and able to manage a safe and successful job from start to finish, demonstrated throughout apprenticeship and supported by referees.
- Demonstrated use of carpentry tools and equipment and safe handling of all carpentry materials.
- Received top marks for subject, *'Carry out measurements and calculations'* at TAFE.

### Other demonstrated skills:

- Fit and healthy, able to undertake heavy lifting supported by regular attendance at gym.
- Strong team work ability proven through continued participation in my football club.
- Communication skills to work effectively with clients and team mates demonstrated by being awarded *Employee of the Month* at Kmart.

*(Tip: Include 5-9 key skills as dot points that you like using and that are relevant to the role. When applying for advertised roles, match to any criteria listed in the advertisement – perhaps use sub-headings. Use action words such as 'demonstrated' or 'highly developed' and then provide information about when, where and how you've used the skill through your school work, work experience, volunteering, sporting activities, etc.)*

## Personal Interests

- Health and fitness – regularly attend gym.
- Play for Grange High School Old-boys football club.

*(Tip: Including a section on interests can be useful if it is relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)*

## Referees

Steven Stevenson  
Manger  
Skilled Construction Pty Ltd  
0456 789 101  
[stevenstevenson@skilled.com.au](mailto:stevenstevenson@skilled.com.au)

Susan Walsh  
Supervisor  
Kmart, Swansford  
\*Contact details available on request

*(Tip: If you decide to include referee contacts, notify the referee and indicate the type of roles that you will be applying for. You may also want to provide them with a copy of your resume. You can also simply write 'Available on request'.*