

Emma Cheung – Resume

Address: 25 Park St, Macleigh, 3000 | **Mob:** 12345678 | **Email:** emma_c@email.com

(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

I am passionate working and guiding young children, focusing on their learning and development and making a difference. My aim is to work as an Early Childhood Educator, specialising in the education of young children with special needs.

(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 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.)

Key Skills

- Demonstrated communication skills through interacting with children and planning session activities with colleagues during work experience and also as a Swim Coach.
- Understanding of childhood learning and development reflected in consistently good results achieved throughout university.
- Highly motivated and able to create interesting and relevant activities for children seen in creating a 'kids' corner' at Giddies Ice Cream Bar, which has some books and toys for children to play with, as well as colouring pages for them to complete and take home. This has seen families spend more time in the store and is responsible for an increase in the sale of coffee.

(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.)

Education

2019

Bachelor of Early Childhood Education **University of Australia**

Distinction results achieved for:

- Play Development and Learning.
- Language and Literacy in Early Childhood.
- Music, Movement and Dramatic Arts.

2015

Victorian Certificate of Education **Middle Beach High School**

Relevant Checks/Training

Current

Working with Children Check

2018

Trained in basic first aid **St Johns Ambulance**

(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 a separate heading.)

Childcare experience

2015 – current

Babysitter

For neighbour

- Care of two children age four and nine.

June 2015

Childcare Assistant

Happy Kids Care Centre

Completed two weeks' full-time work experience in a childcare centre catering for 50 children aged between six weeks and five years.

- Assisted childcare workers in the room for children aged 18 months to three years.
- Daily tasks included supervising playtime and serving snacks and meals.

Achievement: Introduced story-reading time prior to the afternoon nap. The children were markedly more relaxed and this made it much easier for staff to settle them into their beds.

Customer service experience

Oct 2013 – present

Sales Assistant, casual position

Giddies Ice Cream Bar

- Taking orders, serving customers, handling cash.

(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 (eg, Childcare experience). Under each heading, order roles from what you did most recently.)

Other Relevant Experience

2016 – current

Assistant swim coach (volunteer)

Albert Park Aquatic Centre

(Tip: Highlight your contributions and in doing so elaborate on relevant experiences.)

Personal Interests

- Dancing.
- Choir, playing flute.
- Mural design and painting.

(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.)

Referee

Sussan Smith

Mother of children I babysit

0412 345 567

*Additional referees 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'.)