Word Processing Project 6
Resumé and Job Application Letter

You are applying for a part-time job, and you need a detailed resumé to send with your application letter for the job. You will need to produce a one-page resumé using the sample below as a guide. Try to avoid the use of WordArt as employers will not be impressed with it and use tab stops to align headings.

Once the resumé is complete produce a job application letter applying for a job at an organisation. There is a sample letter on the next page. You can use the details in the sample or enter your own details.

Resumé

Personal Resumé

Name:	Ivor Boyle
Address:	35 Primrose Lane, Fitzroy, 3065
Telephone:	0469 599 562
Date of Birth:	25/7/2011
Marital Status:	Single
Education:	Currently doing Year 9. Successfully completed Year 8.
Outside Interests:	• Member of a dance group. • Member of a tennis club • Swimming • Camping
Work Experience:	Morrison's Music Store 855 High Street, Preston, 3072 Sales Assistant
Referees:	Mr. P. Collins Fitzroy North High School 75 Roberts Road, Fitzroy North, 3068 Ph: (03) 5966 4424
	Ms. R. Nicholls Fitzroy North High School 75 Roberts Road, Fitzroy North, 3068 Ph: (03) 5966 4424