

Your resume should include the following:

Resume

Personal

- Name
- Date of birth
- Address
- Contact details: telephone, mobile, email

Educational

- Studies completed (with results)
- School or college attended

Work History

- If you have had work experience or been employed, you should specify the dates between which you worked, the name of the employer and that person or company's contact details.
 - What was your job?
 - What responsibilities were you given?
 - What examples of successful performance can you give?
- If you have performed volunteer or unpaid work, you should specify for whom, even if it was for members of your family, and the skills you acquired from the work you performed.
- If you have a hobby or interest, what examples (or photographs) can you bring to show the interview panel?

Clubs, sporting bodies, specialist organisations

If you belong to any organisation, you should specify what it is and your standing within it, especially if you have a leadership or responsibility role. If you are a member of a team, what part do you play?

Other Interests

It is important that you give a picture of the person you are; what activities you enjoy, the company you keep, the ways you fill your 'spare' time. A sentence or two to sum up is all that is needed.

School/college reports

You must bring a copy of your last school reports, including any special considerations or learning assessments that will provide the necessary evidence of the claims listed in your resume.

Work reference

If you have any references from an employer, you should add them to your resume. If not, you should request a reference or work report from the person for whom you last worked so that we can gain a clear idea of what you achieved, as well as what skills we still need to help you develop.

Interview details

Your interview will be held at:

The Gordon

GTEC Administration Office

J Building

Boundary Road

East Geelong

Please ensure you arrive **15 minutes** early to read the questions that will be asked by the interview panel.

Bring your resume, list of questions and any 'show & tell' items.

The interview will take about 45 minutes, after which the panel will make a decision about offering you a place. Sometimes we can notify you straight away, or we may have to verify information and let you know after a week or so. Every offer that we make is probationary – you have to prove yourself in the first term to keep your place.