

# TOM CRUISE

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Brisbane, QLD, 4000

## CAREER OBJECTIVE

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Business student very motivated to secure an opportunity in the Leadership Development Program. Aiming to develop and enhance my leadership skills and capabilities to motivate and inspire others. I hope to learn alongside other aspirational leaders to develop confidence in who I am as a leader and set clear goals that will improve my influence and accelerate my career.

## EDUCATION

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**Bachelor of Business** **20XX**  
*Griffith University*  
Expected completion – February XXXX  
Grade Point Average – 6.85 (on a scale of 1-7, 7 being the highest)

### Key Achievements

- 95/100: Tender report. Provided an extensive 20-page report with high attention to detail, formatting and development of proposal including cover letter; financial costings; business case; and comprehensive appendices.
- 98/100: Research essay. Conducted in-depth and accurate research to present a critical analysis of the subject matter and developed a clear and succinct argument supported by quality academic sources.
- 37/40: Group assessment case study. Worked as group leader, in charge of coordinating between members, delegation of tasks and organisation including observing deadlines.
- Griffith Award: Participated in the Professional Development for University Students program and extracurricular workshops covering a diverse range of personal and professional development. Through this program to qualify for the achievement.

## UNIVERSITY INVOLVEMENT

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**President:** *Griffith University Soaring Society* **20XX**  
Providing leadership and direction to the committee, ensuring that the committee fulfils its responsibilities for the governance and success. Act as the society's spokesperson and work to maintain key relationships within and outside the committee.

**Student Leader:** Griffith University Welfare and Student Liaison Office **20XX**  
Selected to participate in a leadership, teamwork and advocacy training program by the Student Services Welfare and Liaison Office to develop and enhance leadership and communication skills. This included an ongoing commitment to using these skills in the Griffith community in volunteer roles.

## EMPLOYMENT HISTORY

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### **Supervisor/ Trampoline Adventure Playground**

**20XX to 20XX**

*Employer Name*

Supervisor in a fast-paced environment providing rental equipment to customers while ensuring quality service and a positive customer experience. Also managed ticket sales and reception duties. Other duties included:

- Overseeing teams of up to ten employees between two stores, providing leadership and assisting in training and development of new staff.
- Serving as first point of contact and helping customers with queries and complaints in person and over the phone.
- Carrying out repair and maintenance of specialised equipment to ensure safety.
- Use of POS, cash handling and reconciliation.
- Facilitating expeditious check in and out of holiday rentals and managing after hours issues.
- Processing customer and sales data entry into computer systems.

### **Cafe Assistant/Barista**

**20XX to 20XX**

*Business Name*

Working in a canteen/café style outlet providing a range of food and drink options and other services supporting Defence personnel. Other duties included:

- Proudly serving as part of a not-for-profit organization serving personnel from the Australian Defence Force and various international services.
- Using POS, cash handling, balancing tills, and stocktake.
- Organising and providing catering to large functions and events such as ADFA graduation.
- Performing kitchen and barista duties during rush periods and coordinating with team members to provide quality and efficient service.

### **Hospitality Assistant**

**20XX to XXXX**

*Business Name*

Providing exceptional customer service and quality food options quickly and efficiently. Duties Included:

- Maintaining food safety and sanitation standards at all times.
- Cleaning of kitchen and restaurant areas.
- Coordinating with team members to ensure swift and positive customer experience.
- Food preparation, storage, rotation and wastage.
- POS and cash handling procedures.

## VOLUNTEERING

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### **Community Transport driver**

**20XX to 20XX**

*Organisation Name*

Drive participants to support a Community Transport service which supports vulnerable people to maintain their independence, connections with others and life at home for as long as possible through the provision of efficient group or individual transport.

## MEMBERSHIPS

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- **Griffith University Student Association:** Member
- **Griffith University Student Society:** Member
- **Business Council of Australia:** Student member

## PROFESSIONAL TRAINING & CERTIFICATIONS

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<b>National Police Check</b> Check Type: Working with Children Check blue card QLD	<b>20XX</b>
<b>Responsible Service of Alcohol</b> Canberra Institute of Technology, Tuggeranong ACT Statement of Attainment: Provide Responsible Service of Alcohol (valid in QLD)	<b>20XX</b>
<b>Food Safety Hygiene Practices</b> Canberra Institute of Technology, Tuggeranong ACT Statement of Attainment: Use of Hygienic Practices for Food Safety, Operate a Bar, Clean and Tidy Bar Areas	<b>20XX</b>
<b>Barista Training Certificate</b> ONA Coffee, Fyshwick ACT	<b>20XX</b>
<b>Bilingual – Mandarin Chinese</b> Fluent speaking skills, intermediate writing skills	

## REFEREES

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*Name*  
*Position title*  
*Organisation*  
*Phone number & email*

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