**John Citizen**

**Address:** enter your residential address here

**D.O.B** XX/XX/XXXX **Phone:** XXXX XXX XXX

**Email:** John.citizen96@gmail.com

***Career objective:***

To find employment in the Automotive industry, and to gain the knowledge and experience to become a highly skilled team member and to pursue a long-term career in the Automotive Industry. *Change or add comments to suit your personal objective, use own words.*

***Hobbies and Interest: (enter only what is relevant to you)***

Working on cars (fixing my own car, families, project car and cousins track car)

 Go-karting

 Spending time with family and friends

 Follow AFL football, Playing Tennis and keeping fit.

Out doors activities

Again, insert what relates to you………

***Interpersonal skills: (enter only what is relevant to you)***

I am a hard worker that is punctual, reliable and organised.

Willing to learn, listen and ask questions when required.

Good communication skills.

Able to work independently and also in a team environment.

Excellent Computer knowledge and Literacy Skills

***Education and training:***

* Kangan Institute Certificate III in Automotive, Feb 2016 - current
* Kangan Institute Certificate II in Automotive 2015
* Year 12 VCAL Certificate at Gisborne Secondary College 2015
* Level 1 First Aid Certificate 2013
* Driver Dynamics defensive drivers course 2015

***Work experience:***

**VACC school based apprenticeship at The Garage Woodend**

 (services and general repair) February - November 2015

**Gardiners Garage Gisborne**

1-week work experience (assisted with servicing of vehicles) 2014

**Gisborne Smash Repairs**

Five days’ total work placement (washed and detailed cars) 2014

***Employment History:***

**VACC full - time Auto apprenticeship at B.M.W Melbourne**

(Driveway attendant/customer service, mechanical repairs/servicing and workshop housekeeping

**Morgan’s IGA Gisborne**

(Grocery assistant / customer service) 2013-2015

***Referees:***