# PREFERENCES



[Please answer the 5 questions below]

1. Are you applying for the:

Service NSW Apprenticeship (12 months)

Service NSW Internship (3-6 months; some up to 12 months)

Applying for both

2. Which role are you interested in?

Digital Service Representative

Customer Concierge Operator

Interested in both roles

3. Are you able to work at a location outside your local area? For example, you live in Nowra but would like to be considered for placements in Metro/Greater Sydney or Hunter/Central Coast.

Yes  
 No

If yes, please list any suburbs/towns outside your local area that you would like to be considered for.

4. (OPTIONAL) Do you have any additional information regarding program placement? This includes any workplace adjustments that you may need.

5. Do you want to receive updates about other upcoming traineeships or internships?

Yes  
 No

# PERSONAL SUMMARY



{NOTE: PLEASE DELETE ALL RED NOTES BEFORE SUBMITTING}

[Tell us why you are interested in the Service NSW traineeship and/or internship and where your interest in working in customer service comes from and a little about you and your strengths.]

[0000 000 000]



# EDUCATION



[Include your highest (or current) year of school/training and any previous study.]

[Year]

[Course name, institution]

[Year]

[Course name, institution]

# KEY SKILLS



[Include any key skills or interests that you have.]

* [Skill]
* [Skill]
* [Skill]
* [Skill]
* [Skill]
* [Skill]



[Suburb] [State] [Postcode]



[your-email@xxxxxx.xxx.xx]

# ACHIEVEMENTS



[This could include any awards or recognition you have received at school , sport, or from previous work experience.]

* [award]
* [award]

# WORK EXPERIENCE



[Include any paid and unpaid workplace experience that you may have had. Include your most recent experience first and work backwards]

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

* [Insert text]
* [Insert text]
* [Insert text]

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

* [Insert text]
* [Insert text]
* [Insert text]

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

* [Insert text]
* [Insert text]
* [Insert text]

# REFERENCES



[Please include contact details of two referees who can support your application. Always ask them before including their name!

Referees could include your caseworker, carer or a teacher you’ve had at school]

Name:

Relationship to you:

Email:

Contact Number:

Name:

Relationship to you:

Email:

Contact Number:

# QUALIFICATIONS AND CERTIFICATES



[List any additional certifications that you hold, e.g. driver’s license, first aid certificate]

* [Cert]
* [Cert]
* [Cert]
* [Cert]
* [Cert]



[Suburb] [State] [Postcode]

[0000 000 000]





[your-email@xxxxxx.xxx.xx]