**SUMMARY**

Begin your resume with a brief statement summarising your career goals and highlighting your key Early Childhood Education and Care qualifications. This section should demonstrate your passion for working with children and dedication to providing quality care and education.

**KEY SKILLS**

Below, list your relevant skills, such as technical skills, languages, software proficiency, and any other abilities that would be valuable in the position you are applying for. This may include hard skills (e.g., Lesson planning and curriculum development) and soft skills (e.g., communication and teamwork). Be sure to tailor this section to match the requirements and preferences of the job you are applying for.

* Teamwork
* Decision-making
* Self-motivation
* Communication
* Critical thinking
* National Quality Framework
* National Quality Standards
* Problem-solving
* Leadership
* Health & Nutrition
* Adaptability
* Cultural awareness
* Play-based learning
* Time management
* Literacy & numeracy
* Computer literacy
* Patience & empathy
* Creativity

**PROFESSIONAL EXPERIENCE**

**Position**

COMPANY NAME | Dates of Employment

In this section, summarise your job scope within two to three sentences while trying to focus on the core aspects of your role. Below, list your work experience in reverse chronological order, starting with your most recent or current role. For each position, provide a bulleted list of responsibilities and achievements. Focus on your experience working with children of different age groups, any special projects or initiatives you were involved in, and your ability to create and implement educational activities or programs.

**Key Responsibilities**

* List your key responsibilities
* Avoid long sentences
* Focus on keywords

**Achievements**

* Highlight two to three achievements.

**Position**

COMPANY NAME | Dates of Employment

Summarise your job scope here within two to three sentences. Try to focus on the core aspects of your role.

**Key Responsibilities**

* List your key responsibilities.
* Avoid long sentences.
* Focus on keywords.

**Achievements**

* Highlight two to three achievements.

**EDUCATION & LICENCES**

List Your Qualifications, Certifications, and Licenses for Working in Australia's Early Childhood Education and Care Sector. Be Sure to Include Any Mandatory Qualifications and Licenses Required for Specific Roles.

**Certificate III in Early Childhood Education and Care**

TAFE SA | 2024

**Working with Children Check**

DEPARTMENT OF HUMAN SERVICES (DHS) SCREENING UNIT | 2024 (current)

**HLTAID012 Provide First Aid in an Education and Care Setting**

AUSCOMPLIANCE | 2024 (current)

**Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)**

GOWRIE SA | 2024

**PROFESSIONAL MEMBERSHIPS / AFFILIATIONS**

List any professional organisations or associations you are a member of. This demonstrates your commitment to ongoing professional development and networking within your sector.

**REFERENCES**

Indicate that references are available on request. It is generally only necessary to include reference contact details on your resume if specifically requested by the employer. However, it's a good idea to prepare a list of references separately that you can provide if requested and always ask permission.

Available upon request