

# CAREER RESUME

Your ability to gain an interview for a position hinges upon the quality of your written application. This is an opportunity to demonstrate that you have the required skills, knowledge, abilities, and qualifications for the position.

*It is essential to tailor each resume for each position.*

## MARKET YOURSELF

Your resume is a marketing tool. This is an opportunity to highlight your unique selling points to an employer.

Tailoring your resume for every job will emphasise your strengths as they relate to each job and match your skills and abilities accordingly. Research the organisation and the position to determine what the employer is looking for.

## HEADINGS

There are no set headings for a resume, although there are common headings used. Decide which headings best promote you and order them dependent on your background, experience, and the position requirements. Always list dates and experiences in chronological order – the most recent first!

### Personal Details

- Name, location (suburb, state), telephone, email
- LinkedIn URL (ensure your LinkedIn is up to date and hyperlinked)

### Education

Current and previous tertiary qualifications with relevant achievements. Only list high school if you are a recent school leaver.

### Key Skills

Highlighting 3 key skills using sub-headings allows the reader to identify the skills you have and if they are relevant. Ensure you state how you demonstrate each skill in 1-2 lines.

### Employment History

State your responsibilities; use dot points to state what your tasks were, ensuring they are relevant and tailored to the position.

### Professional or Industry Experience

This section is relevant for students who have had a placement, internship, or industry experience as part of their degree. Use dot points to list your responsibilities, achievements, duties, projects...

### Professional Memberships

Include memberships to professional or industry bodies. This highlights your industry currency.

### Referees (optional)

Recommended 2 referees – supervisor, manager, or academic if you do not have work related referees. Avoid personal referees. Always obtain their permission first and keep them informed of your progress.

## OPTIONAL HEADINGS

Profile or Career Objective	Publications
Industry Specific Skills	Certificates and Licences
Professional Development	Interests
Voluntary Work	Referees
Co-curricular Activities	

## LANGUAGE

Use professional vocabulary and industry language. Take tips from the language used in the job advertisement! Action verbs assist in highlighting your skills e.g. negotiated, finalised, optimised and created

## HYPERLINKS

When referring to any online evidence or portfolio ensure to include a simple hyperlink attached to one word – do not include the full URL.

## DO

- Thoroughly research the organisation and position to determine what the employer is looking for
- Tailor to the job description using key words
- Be clear, concise, and truthful
- 2 pages in length, generally
- Use a simple and consistent layout – font, size, bullet points, tab spacing

## AVOID

- Spelling and grammatical errors
- Writing jargon/slang
- Clipart or photographs
- Borders or fancy font
- Writing long paragraphs of text
- Including tables
- Copying a resume sample word for word

# SARAH ROBERTS

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## EDUCATION

### Bachelor of Commerce (Finance) | Honours

2018 – 2022

University of Wollongong

*Achievements: Distinction Average (82.5%), UOWx Award*

## KEY SKILLS

### Problem solving

- Able to prioritise and complete tasks as evidenced by achieving high marks at university, while also completing an internship and working casually.
- Member of the winning team of UOW Business Hackathon, providing financially feasible solutions to real life business issues as a part of a university wide competition.
- Peer Academic Coach at the University of Wollongong- assisting UOW students by providing academic guidance in excelling their assignments and enhancing study skills

### Organisational and attention to detail

- Assistant Manager role at Lowes Wollongong requires ability to think on your feet and solve both minor and major problems as they arise.
- Treasurer of Corrimal Rotaract club handling all budget related matters of the club

### Numeracy

- Treasurer of UOW Business Society entrusted with managing budgets and finance activities for whole society.
- Finance Assistant of UOW Human Relations unit assisting faculty specific financial management projects of the university.
- Assistant Store Manager role of Lowes, Wollongong requires management of 12 other casual staff and end of the day budgeting at the store, along with quarterly financial analysis to assist with future projection of sales and inventory requirements.

## RELEVANT INDUSTRY EXPERIENCE

### Finance Assistant

*UOW Human Relations*

- Helped the team to provide finance solutions to faculty specific financial management projects
- Assisted the team to quote & provide insurance policies as a part of the team
- Collated and provided assistance with the submission of finance applications for purchases
- Assisted the Business Manager with the Finance and Insurance process, including the collection and submission of documents
- Supported faculty relationships through follow-up calls, surveys, letters and inbound contacts with guests
- Maintained ongoing income revenue spreadsheet update
- Inputted data into systems and letter preparation.

TIP - Your relevant industry experience is a major selling point. What key tasks were your responsible for and do they align with your key skills? Did you receive positive feedback?

Consider enrolling in CRLP200 to gain relevant industry experience as you study, prior to graduation:  
<https://www.uow.edu.au/careers/wlp/crlp/index.html>

## WORK EXPERIENCE

### Volunteer Team Leader

XXXX

*Univariate, Sydney*

- Led a team of diverse, multi-disciplinary students in a 'real work' simulation to solve a business problem and competed against teams from other universities for the best solution
- Investigated and researched the business problem through surveys, focus groups, research and interviews and prepared professional report from the outcome of this research
- Developed an implementation plan and formally presented plan to the Board of Directors
- Voted the winning NSW Trade & Investment team for Sydney Univariate XXXX. We received excellent feedback and our team's suggestions were implemented by the Board of Directors

### Assistant Store Manager

XXXX - Current

*Lowe's, Wollongong NSW*

- Management of 12 casual staff incorporating induction program, customer service training, weekly rosters and motivating and developing all team members
- Implementation of store WHS procedures and safe work practices
- Managing large volumes of stock across multiple product lines
- Working with the Store Manager to implement promotional activities and visual merchandising
- Providing effective customer service by taking time to identify customer needs, enabling me to build rapport with customers and find suitable menswear solutions
- Assisting Manager with computer systems maintenance and upgrading of software

TIP - Do not underestimate the value of non-degree related employment. You will have gained valuable skills - the key is to explain how these skills can transfer into the role you are applying for.

## CO-CURRICULAR AND VOLUNTARY EXPERIENCE

### Mentor (UOWx)

Peer Mentoring Network

XXXX

### Treasurer

UOW Business Society

XXXX

### Fundraiser

Cancer Council Australia

XXXX

## CERTIFICATES AND SHORT COURSES

Financial Management

XYZ Institute of Training

XXXX

Certificate II in Business Administration

TAFE, Illawarra

XXXX

Certificate II in Computer Skills

ABC Training

XXXX

Advancing the Administrators Role Course

Workplace Training Group

XXXX

## PROFESSIONAL DEVELOPMENT

### Attendee

Tax Practitioners Annual meetup

XXXX

CFA Finance and ethical decision-making workshop

XXXX

## PROFESSIONAL MEMBERSHIPS

### Student Member

Chartered Financial Analyst (CFA) Institute

Current

## REFEREES

Danielle Somerset

Project Manager

UOW Human Relations

(02) 9615 2145

[danielle.somerset@univariate.com.au](mailto:danielle.somerset@univariate.com.au)

David Huffington

Store Manager

Lowe's

(02) 4241 5125

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This is a generalised snapshot into the components of a graduate resume. This template is designed under the assumption that you are looking for degree-related employment such as graduate programs and entry-level work.

**This sample resume is intended as a GUIDE ONLY.**

Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

**NOTE:** Material and information made available through this publication is intended to be used as a guide and to provide general information in summary form. It is solely your responsibility to evaluate and check the accuracy of the information provided.

Remember that you may need to:

- Change the order of headings
- Change the wording of the headings
- Leave out sections that are not relevant to you **or**
- Add new sections that are relevant to you

Employers may also state specifications for job applications, which you should **always** meet. Specifications are not limited to, but can include:

- Length of the resume
- Content required
- Number and type of referees required
- Attachments, such as academic transcript

Graduate Career Development and Employability at the University of Wollongong wish to acknowledge sections of this resource have been derived from [James Cook University](#) careers page

## NEED MORE HELP?

- [Resume Builder](#) on CareerHub Plus
- [Faculty Specific Resume Examples](#)
- Research the Role: Connect with others in similar roles, find out who hires, why people leave this role, what are the challenges and opportunities of this position through [LinkedIn](#) and [Job Outlook](#)
- Research the Company: what they may be looking for through [CareerHub Plus](#)
- <https://www.uow.edu.au/student/careers/what-can-i-do-with-my-degree/>: for more specific key skills you could tailor to the resume