

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, address, 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 3-4 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 abreast of the 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 Sample

Keiraville, NSW 2500

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L: <https://au.linkedin.com/in/sarahsample>

EDUCATION

Bachelor of Media and Communication (Honours)

2017 – 2020

University of Wollongong
Distinction Average

PROFESSIONAL SKILLS

Communication

- Highly developed communication skills gained from participating in Wollongong University Media Society volunteering, hospitality/ retail work experience, and university group presentations.
- Proven ability to effectively communicate via different media along creative avenues by engaging in media campaigns and internship at FRANK PR agency

Teamwork

- Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university, employment and participation in soccer club and role as club treasurer.
- Strong team working skills developed by working across diverse teams at FRANK PR agency.

Creative Thinking and Problem Solving

- Demonstrated ability to evaluate issues and provide creative solutions as a PR intern leading projects at FRANK PR agency.
- Highly developed creative thinking skills gained through media and communications subjects completed as part of Bachelor of Media and Communications
- Highly commended final year creative project exploring creative avenues of social media marketing in education sector.

RELEVANT EXPERIENCE

PR Intern

August 2019 – January 2020

FRANK PR Agency

- Undertakes background research duties of projects allocated
- Assists in client presentation and pitch preparation
- Provides assistance in events coordination
- Leading dedicated project tasks in the area of digital marketing for project 'in to the wild'

Volunteer

2019

UOW TV

- Researching on current affairs
- Organising weekly content for mid week Instagram live news session at UOWTV account
- Interviewing community and officers in charge on specific news items.
- Acting as the contact person for volunteer coordination of UOW TV

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>

OTHER EXPERIENCE

Team Leader

2014 – 2016

The Coffee Club

- Recruited and trained junior staff
- Responded and sensitively handled complaints and feedback from customers
- Ensured high levels of customer service and hygiene throughout the restaurant

Student Mentor

2017

University of Wollongong

- Supported first year Arts students to settle in and succeed in their transition into university
- Trained in communication, mentoring and advocacy

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	YEAR
Treasurer	UOW Economics Society	YEAR
Fundraiser	Cancer Council Australia	YEAR

CERTIFICATES AND SHORT COURSES

Customer Service Short Course	XYZ Institute of Training	YEAR
Certificate II in Business Administration	TAFE, Illawarra	YEAR
Certificate II in Computer Skills	ABC Training	YEAR
Advancing the Administrators Role Course	Workplace Training Group	YEAR

PROFESSIONAL DEVELOPMENT

Attendee	Webinar: COVID 19 and way forward International Public Relations Association	YEAR
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PROFESSIONAL MEMBERSHIPS

Student Member	Public Relations Association Australia	Current
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REFEREES

David Huffington
FRANK PR Agency
P: 02 4241 5125
E: dhuffington@franks.au

David Lesley
Senior Lecturer
School of Media and Communication
University of Wollongong
P: 02 4641 5687
E: d_lesley@uow.edu.au

TIP – Add your name in the footer

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 Career Hub 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 [Career Hub 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