

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 don't 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
- Generally 2 pages in length
- 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

A: North Wollongong, NSW
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EDUCATION

Bachelor of Arts (History) | Honours

XXXX – XXXX

University of Wollongong

Achievements: Distinction Average, UOWx Award

High School Certificate

XXXX

ABC High School, Wollongong

Achievements: ATAR 86, Academic Achievement award for History & English

KEY SKILLS

Communication & Teamwork

- Developed verbal and interpersonal communication volunteering with Wollongong Historical Society and through University assignments, giving presentations and hospitality/retail employment
- Written skills honed via extensive experience with a variety of styles of writing in English and History subjects.
- Strong ability to work as part of a team, as evidenced by excellent academic results for group assignments, as well as roles with the Wollongong Historical Society and an internship with the Museum of Sydney

Critical Thinking

- Studies require in-depth understanding of concepts and ability to argue a point from different stances and back it up with evidence
- Demonstrated ability to compare and contrast information from a variety of sources and draw conclusions in various assessment tasks while maintaining a distinction average

Organisation & Problem Solving

- Able to prioritise and complete tasks as evidenced by achieving high marks at university, while also completing an internship and working casually.
- Assistant Manager role at Lowes Wollongong requires ability to think on your feet and solve both minor and major problems as they arise.

RELEVANT INDUSTRY EXPERIENCE

History Intern

XXXX

Museum of Sydney

- Assisted museum curator in preparation of museum items for display in special exhibits
- Undertook Front-of-house duties, greeting of visitors and management of enquiries
- Shadowed tour guides and assisted in providing education to museum visitors about exhibited articles
- Contributed to event preparation and planning

Volunteer

XXXX

Wollongong Historical Society

- Helped to provide training at a weekly class on family history research
- Participated in project briefings with the team
- Conducted research into literature review and presented the results in an info-graphic
- Used Microsoft applications to produce planning/organisational documents for the society

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>

EMPLOYMENT

Assistant Store Manager

XXXX - Current

Lowes, 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 OH&S 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

Achievements:

Awarded Sales Person of the Year in retail as result of consistent positive customer feedback and offered promotion due to award

TIP - Don't 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.

Customer Service Team Member

XXXX - XXXX

Spotlight, Wollongong NSW

- Provided face to face and telephone customer service for soft furnishings materials, blinds and fixings
- Completed cash handling and electronic functions to successfully complete customer sales
- Responded appropriately and sensitively handled complaints from customers
- Contributed to the team environment by assisting in the training of 3 new team members
- Worked autonomously ensuring follow up of customers' goods through associated fitters and suppliers

CO-CURRICULAR AND VOLUNTARY EXPERIENCE

Mentor (UOWx)

Peer Mentoring Network

XXXX

Crew Member

Endure for a Cure

XXXX

Fundraiser

Cancer Council Australia

XXXX

CERTIFICATES AND SHORT COURSES

Customer Service Short Course

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

Royal Australian Historical Society Conference, Tamworth

XXXX

Participant

Arts Industry Development Panel, University of Wollongong

XXXX

PROFESSIONAL MEMBERSHIPS

Student Member

Royal Australian Historical Society

Current

REFEREES

Danielle Somerset

Researcher

Museum of Sydney

(02) 9615 2145

danielle.somerset@mos.com.au

David Huffington

President

Wollongong Historical Society

(02) 4241 5125

dhuffington@hotmail.com

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