

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

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EDUCATION

Admission date: 24 May 2019

College of Law

Graduate Diploma of Legal Practice

XXXX-XXXX

University of Wollongong

Bachelor of Laws (Hons) Class I; minor in International Studies

XXXX-XXXX

Bulli High School

ATAR: 95.8

Peter Ricketson English Prize recipient; certificates for: first place in English Extension I; first place in English Extension II; outstanding achievement in English Advanced; first place in Drama; second place in Society and Culture; BHS Debating Team.

XXXX

RELEVANT INDUSTRY EXPERIENCE

TIP - Your relevant industry experience is a major selling point. What key tasks were you 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>

Workplace Law

Law Graduate (Employment Law)

XXXX-XXXX

- Part of a team providing employment and workplace law advice to high profile businesses and employers. This work primarily involved: legal research; internal advice; drafting legal and non-legal documents; writing blogs and creating webinars; and attending settlements, mediations, hearings, client interviews and conferences with counsel.

Gilbert + Tobin Lawyers

Paralegal (Competition and Regulation)

XXXX-XXXX

- Assisted the team on an investigation into one of the largest price fixing cartel investigations in Australia by completing document review duties and data entry duties. Required to review and code 500 + documents per day.

University of New South Wales

Research Assistant (Construction Management and Property)

XXXX-XXXX

- Editing: Australian Research Council Grant papers; books prior to publication with publishers such as Routledge London; and other academic papers.

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.

VOLUNTEERING & COMMUNITY INVOLVEMENT

Los Angeles County Bar Association (LACBA)

XXXX-XXXX

Volunteer Paralegal

Conducted initial client consultations, drafted correspondence, completed immigration forms and undertook research tasks.

University of Wollongong, Disability Services

XXXX-XXXX

Facilitator and Note-Taker for law students with disabilities

- Provided tutoring and assisted students with note-taking, assignments and developing an understanding of the academic content of the subjects Media Law and Legal Research and Writing.

PROFESSIONAL DEVELOPMENT & AWARDS

- Honours Class I. **2018**
- 2017 UOW Highest Academic Achievement for Media Law Award. **2017**
- Speaker at the 2018 National Law Honours Conference, UTS. **2018**
- 2018 UOW Highest Academic Achievement for International Business Law Award. **2018**
- Active member of the Law Society of New South Wales. **Present**

KEY SKILLS

SOFTWARE COMPETENCIES

- Ringtail, Intapp ,Lawdocs, Envision , CCH Wolters Kluwer, Worldox, FilePro, AustLII, LexisNexis, Affinity, Westlaw AU
- Microsoft Office Suite

ATTENTION TO DETAIL

- Developed attention to details in handling paralegal duties at Legal internships held at above mentioned Law firms.
- Demonstrated ability to compare and analyse complex legal issues of clients and lead to successful resolutions.

CRITICAL THINKING

- Developed through hands on involvement in legal cases handled at Gilbert + Tobin Lawyers.
- Research Assistant position at UNSW required critically analyse Law literature and successful completion of grant applications for the research unit.
- Ability to understand legal support requirements of range of complex cases in trade, taxation, property law, trusts, estoppel, guarantees, corporate identity issues, caveats etc handled at previous employments.

REFERENCES

Russel McLelland Brown Lawyers

Name: Jane Longbottom
Position: Lawyer
Email: janel@abclawyers.com.au
Phone: (02) 5663 5280

Gilbert + Tobin Lawyers

Name: Connor Heath
Position: Lawyer
Email: cheath@tblaw.com.au
Phone: (02) 5663 5697

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