

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

MAXINE BRENNAN

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EDUCATION

- Bachelor of Social Science (Public Health)** 2015 – Present
University of Wollongong
Achievements: Distinction Average, 1st Year Academic Scholarship, UOWx Co-curricular Award
- Study Abroad Semester** 2016
Cardiff University, UK

KEY SKILLS

Leadership

- Developed through volunteer role with 40kGlobe where I took on a leadership role within a team of student volunteers to effectively implement a social enterprise project in rural India
- Proven ability to delegate roles and supervise volunteers as required within a small team as a Senior Volunteer with Surf Life Saving Australia

Communication & Interpersonal

- Demonstrated through communication with a variety of stakeholders in the coordination and delivery of events for the Illawarra Public Health Society
- Developed extensively through employment as Smoke Free Ambassador, which involved effective communication of new campus wide smoke free policy to students and staff

Critical Thinking & Analytical

- Effectively demonstrated through my range of university experience, ranging from proving competency in statistics and epidemiology classes, analysing information, deciphering the meanings, and devising research questions in literary based environments.

Teamwork

- Demonstrated through Health Promotion Volunteer role with Cancer Council NSW, where I worked within a small team to reach set outcomes, including successful coordination of events and public health related initiatives for the wider community

RELEVANT EXPERIENCE

- Smoke Free Ambassador (Casual)** Jun 2016 – Present
University of Wollongong
- Demonstrated experience assisting with the development and implementation of the new smoke free health policy within a university campus setting
 - Proven knowledge, adherence to and communication of institution WHS requirements to the broader university community, including domestic and international students and staff
 - Completed training conducted by an industry Health Promotion Officer

- Well-Being Program Coordinator (Internship)** Mar – Jul 2015
University of Wollongong

- Developed valuable knowledge regarding the development and implementation of health programs and initiatives to the wider university community
- Experience in shadowing industry professionals with expertise in areas including program development and implementation, social marketing and events coordination focused on enhancing campus health and well-being

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 EMPLOYMENT

Café Attendant/ Barista (Casual)

Feb 2015 – Jun 2017

Blue Orange Café, Wollongong

- Proven capabilities in time management and teamwork skills within a fast-paced working environment
- Responsibility for adhering to food safety regulations to maintain the health of customers

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

Treasurer - Illawarra Public Health Student Society (IPHS)

Feb 2017 – Present

- Work within a close-knit team of 5 to plan and deliver public health related events and programs for students at UOW and the wider community
- Manage Society finances following ethical and procedural guidelines

Volunteer/ Team Leader - 40k Globe, India

Jan 2017

- Team Leader for 6 volunteer students participating in a 4-week immersion program
- Scaled an EdTech social enterprise within a small rural village in Southern India with the goal of implementing positive and lasting change within the local community
- Communicated effectively with a variety of stakeholders including 40kGlobe management, local government, schools, businesses, and local villagers

COMMUNITY ENGAGEMENT

Health Promotion Volunteer - Cancer Council NSW, Wollongong

Jan 2016 - Present

- Work closely with the Community Programs Coordinator across a range of health promotion, prevention, advocacy, and supportive services
- Assist in educating the community in prevention programs and ways to reduce the risk of developing cancer

Senior Volunteer - Surf Life Saving Australia, Woonona

Jan 2012 – Present

- High level of responsibility for monitoring and upholding the safety of beach users in a potentially dangerous environment, including promotion and maintenance of sun safety to uphold the health and well-being of volunteers

CERTIFICATES AND SHORT COURSES

Volunteer & Team Leader Training Program	40kGlobe	2017
Advanced First Aid and CPR Training	St Johns Ambulance	2016
Health Promotion Student Workshop	Australian Health Promotion Association	2015

PROFESSIONAL MEMBERSHIPS

Treasurer and Member	Illawarra Public Health Student Society	Current
Student Member	Australian Public Health Association	Current
Student Member	Australian Health Promotion Association	Current

INTERESTS

- Weekly participation in mixed netball competition at UOW.
- Health and fitness pursuits, including distance cycling and running.
- Participate annually in various community run events, e.g. The Wild Women on Top Coaster for the Fred Hollows Foundation.

REFEREES

Catherine Wills

Community Programs Coordinator - Cancer Council NSW

P: 0411 600 700

E: cathw@cancercouncilnsw.org

Maxine Brenna

Stefan Brown

40kGlobe Project Manager

P: (02) 9000 1111

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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