

Your M. Name

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This blurb is not about you. This is about what you are to others. Your measurable value to a team and what about you immediately translates into dependability, reliability and most importantly – profitability. You want whoever is reading this to feel that, at the end of the day, you will be worth the time and money it will take to get you up to speed in the business and will not be associated with increased cost or work on their part.

Skills

This is where you create a table listing the specific skills that your future employer is hiring you for. If you've studied the job you're applying for and at the VERY least studied the job ad you should know EXACTLY what skills your employer is hiring you for. THIS IS NOT A LAUNDRY LIST OF EVERYTHING YOU KNOW HOW TO DO. The skills you list must be SPECIFIC to the job and the INDUSTRY you're applying for. An assistant in the media industry will call for very different skills than say, a data processor in the financial sector. Know your audience, the language they use, and what they're looking for. DON'T MAKE THEM READ THE WHOLE DAMN RESUME TO FIND OUT.

Professional Experience

Company Name, Suburb, State Australia

Position Title (Department)

Month/Year Started to Month/Year Ended

Responsibilities:

- Bullet point your specifically VALUABLE responsibilities.
- Think carefully about what you did for this company. Were you a button pusher?
- Or were you someone who actually contributed to the company's success at the end of the day - even if it was something as simple as increasing customer satisfaction and thereby increasing sales (ie: profits)
- Be specific but be SUCCINCT! (Define Succinct: expressed in few words; concise; terse.)

Achievements:

- It is EXTREMELY important that you focus on specific results you achieved for this company. Increased Sales? Proudly proclaim it! Resolved particularly tricky situations? Describe it specifically!

Technical Experience

(Again, examples that you will not COST this company too much money to train up. Technical training is often one of THE most costly requirements to bringing new staff up to speed. Show them that you won't require much to become productive). Examples below:

OS: Windows, Linux (Fedora), Mac

Design: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe After Effects, Adobe Premiere Pro, Maya, MEL, 3DSMax, Renderman, Mayaman, 3Delight, Liquid, Fusion, Shake, Final Cut Pro

Admin: Microsoft Office Suite, OpenOffice.Org Suite, Google Suite, ACTv11, pARK, pubTools

Education

(You can list either “date completed” or “length of study”, but you MUST list what you actually studied. ABSOLUTELY list what you’re currently studying. If you haven’t completed anything past high school, then list where you graduated high school as well)

List College Name, Suburb, State – Length of Study (eg: 18 months)

List qualification title – Length of Study (eg: 18 months)

Etc

References

(The very best references come from people who have supervised you before. Do not list friends and use co-workers sparingly. Managers, supervisors, team leads and teachers will all be seen as more credible by the potential employer)

Director at Company Name ■ *** ■ MrDirector@TheCompany.com**

Production Supervisor at Company Name ■ *** ■ ProductionSup@TheCompany.com**

Coworker at Company Name ■ *** ■ MrCoworker@TheCompany.com**

Hobbies

(This is not where you list your hobbies. This is where you list those activities of yours that further increase your value, but aren’t specifically related to what you do professionally. This is where you would list those hobbies that others often associate with big achievers and highly successful people). Examples below:

Membership and Event Coordinator – Not-for-Profit Theatre Troupe

E-Business creation and development

Voracious study: Business, Strategy, History, Fitness, Poker, Chess

(Close with)

Letters of Reference, Showreel and Portfolio available on request