

SARAH WILLIAMS

PUBLIC RELATIONS PROFESSIONAL

00 0000 0000
88 Success Street, Sydney
name@email.com

We use this critical real estate to write a compelling summary that articulates what you offer and persuades the reader that you are the strongest candidate

KEY CAPABILITIES

- We work with you to understand and articulate your key skills and what you offer to potential employers
- We talk about your previous experience and how you add value
- We don't just talk about generic skills that almost everyone has. We delve into your work history to find the moments that you have shined.
- We get to know your personality so we can articulate who you are and how you fit into teams
- We don't just position you for your next role, we prepare you for career leaps!

RECENT EXPERIENCE

Role, Company	Dates
<i>We assist potential employers understand the company's you have worked within the past and highlight the contributions you have made to their operations and success.</i>	
<ul style="list-style-type: none">• Our unique and personalised consultation process helps you identify your achievements• We write these in a persuasive and compelling manner to help potential employers understand what you offer and the contribution you would make to their business• We don't just state it, we help you demonstrate it. We strengthen your resume by using quantifiable data that provides evidence of your skills and experience	

EARLIER EXPERIENCE

Position, Company Name	Date - Date
Position, Company Name	Date - Date
Position, Company Name	Date - Date

EDUCATION

Qualification, Provider	Date
Qualification, Provider	Date

ADDITIONAL INFORMATION

Languages:	We include these if you are bilingual or multilingual
Community involvement:	Do you volunteer, help coach the local sports team? Telling potential employers how you spend time outside of work can often help build rapport
Licenses:	We include these if you have them and/or the job requires them
Interests:	We like to include your authentic interests. Things like reviewing movies on a blog, climbing Mount Everest, deep sea fishing or travelling around Australia in a campervan are all more engaging than your typical reading and watching movies.