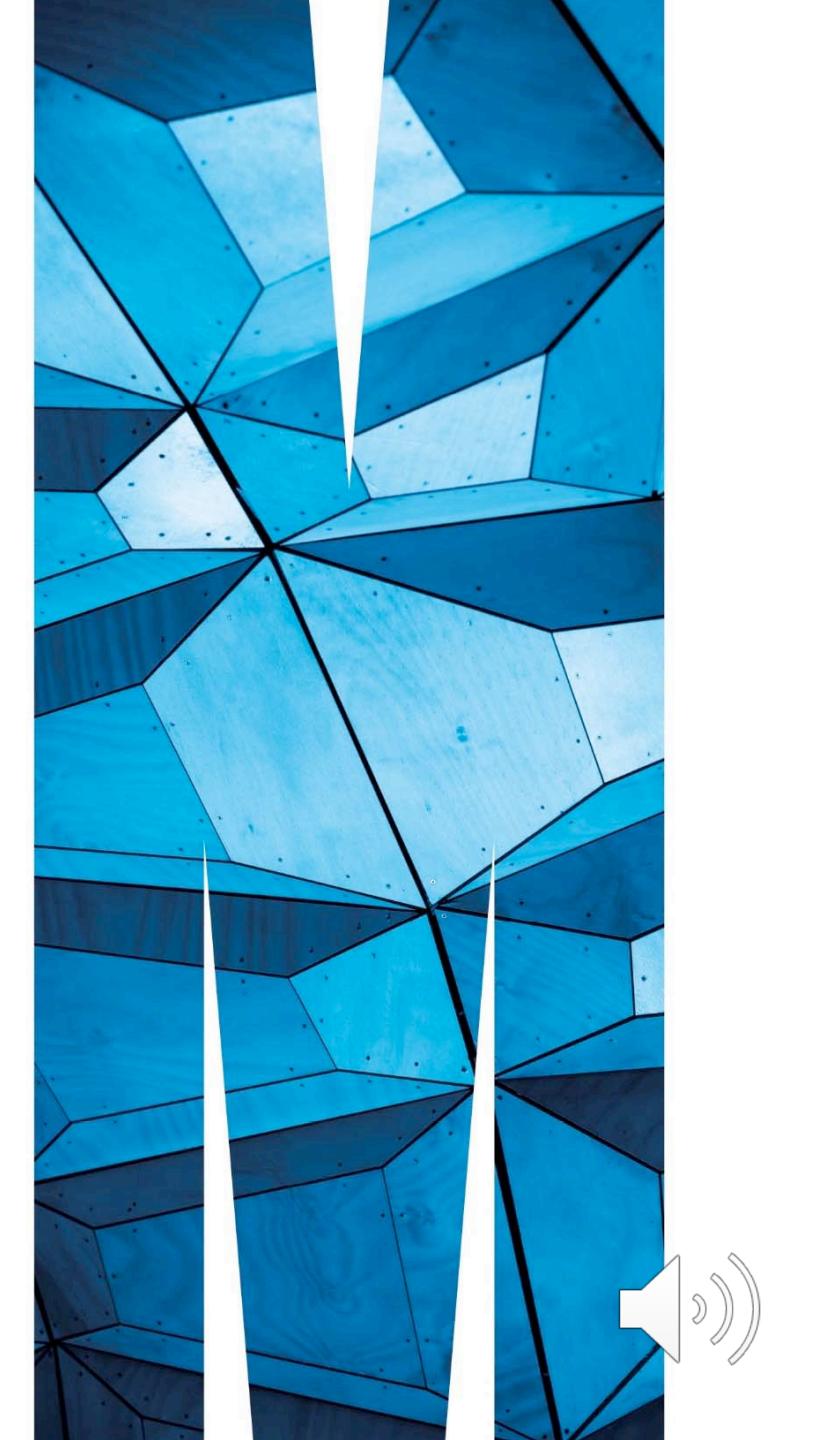


FIT1049: IT professional practice

Week 2 Wrap up: The basics of
professional communications

S2, 2020



Contextualising the Week 2 activities

Handy job hunting tips?

Or a useful example of professional communications?



Job applications in Australia: An example...

1. The employers advertise a job with **the key selection criteria (KSCs)** against which the applicant has to prove their suitability.
2. You apply by sending a **cover letter** with a **CV** attached, and often a document containing your responses for each of the KSCs (i.e. a standard process for a specialist role).
3. The employers **shortlist** for **interviews** their preferred candidates amongst those meeting the KSCs.
4. The employers conduct interviews to select the successful candidate, to whom **an offer** will be made.

2018/2019 Summer Internship Program

- Work with leaders in their field
- Build relationships and be part of a thriving summer intern community
- Be considered for early entry into our 2020 Graduate Program

About The Role

Role Location: Australia Wide

Role Type: Summer Internship (Nov – Jan)

No matter where your career takes you, our Summer Intern Program aims to provide you with the foundations you need to grow and succeed. Our paid eight-week program is a great way to explore a career with ANZ, and gain invaluable experience.

We believe the best way to learn is to throw you into new experiences. Each of our eight week Summer Intern Program streams has a different focus.

Join our Technology program and you might be helping out on the architecture or systems we need to deliver the best experience to our customers. In Australia Division, you could be focusing on banking, lending and investments to help businesses of all sizes grow and achieve their goals.



About You

We're interested in people from diverse backgrounds, who are excited to be part of an industry that's rapidly transforming for a digital and social world. People who want to make a difference for our customers, culture and community.

Upon completion of the program, you might even receive an early offer for our Graduate Program.

To be eligible you should be:

- a citizen of, or hold permanent residency in, Australia or New Zealand;
- in your penultimate or 2nd last year of study of your bachelor or post-graduate degree
- available for the program from 12 November 2018.

About ANZ

At ANZ, everything we do boils down to 'why' – our purpose – to shape a world where people and communities thrive. We're just as focused on seeing our people thrive as well as our customers. We'll give you every opportunity to develop your career.

We are responding faster to changing customer requirements, focusing on the things that matter the most, energising our people, eliminating waste and reducing bureaucracy.

A happy workplace is a thriving one. So in order to attract and keep the best talent, and say thanks for the hard work, we make sure all our employees are rewarded.

At ANZ we aim to create an inclusive environment where employee differences such as gender, age, culture, disability, sexual orientation, family and caring responsibilities and religion are valued. We work flexibly at ANZ. Talk to us and let us know how this role can be flexible for you.

Applications close: 6th August. Apply today.

Find out more.

(GradConnection, 2018)



“Who makes a good Technology Intern?

We’re looking for people who understand the impact technology has on businesses today, and is likely to have on businesses in the future. We’re after big-picture interns who can use critical thinking and strong technical skills to solve problems in a team environment, or break away from the pack and work on their own. All successful interns have a passion for the way technology can shape our lives. If you have experience from part-time work or university projects, that’s an added bonus.

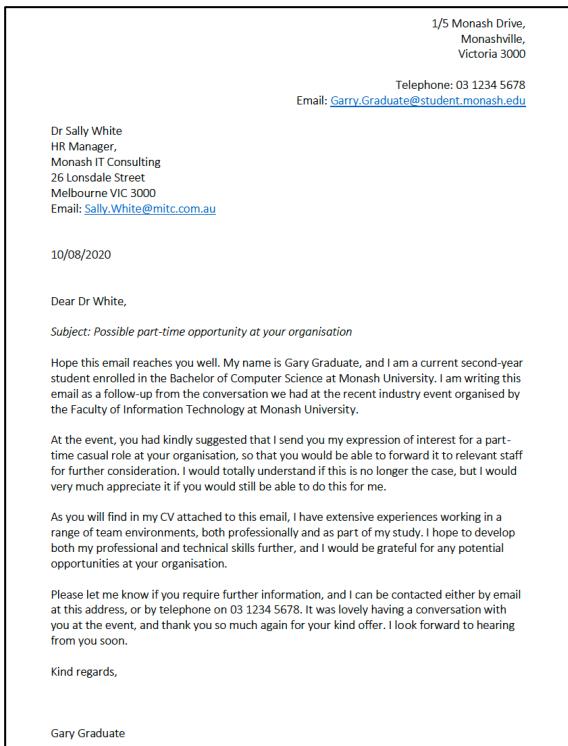
Suitable applicants

Students who are studying towards Computer Science, Information Systems, Engineering or Science (with some IT subjects) related degrees may be well suited to a role in Technology. However if you’re a student from another discipline and believe Technology is the right fit for you, we are happy to hear from you!”

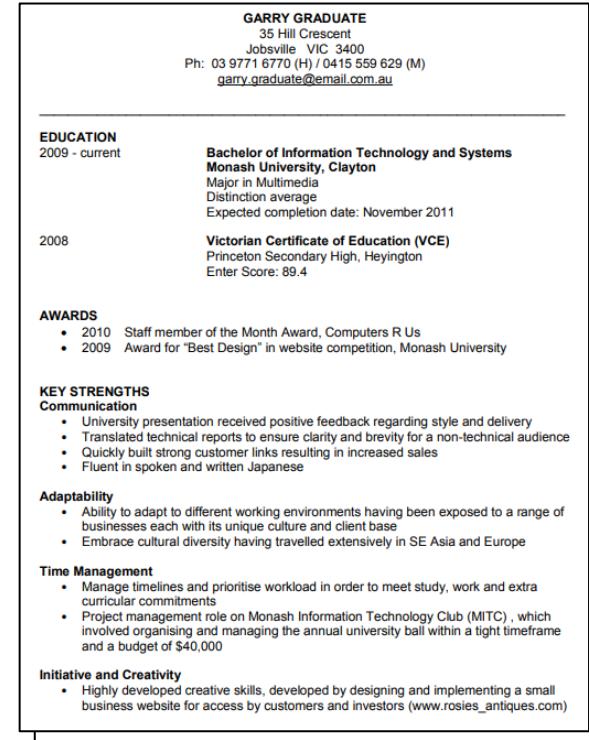
(ANZ on their internship program in their Technology Team;
linked from [GradConnection, 2018](#))

The functions of a cover letter and a CV

1. A cover letter is a message that is used to express your interest and intention to apply for the advertised role, making a case for your suitability against the KSCs.



2. A CV (or also called a resume) is a document that supplements the cover letter by providing a summative list of facts that highlights your skills and experiences relevant to the KSCs.



FIT1049: IT professional practice

Week 2 (alt.): 6 myths about
professional communications...

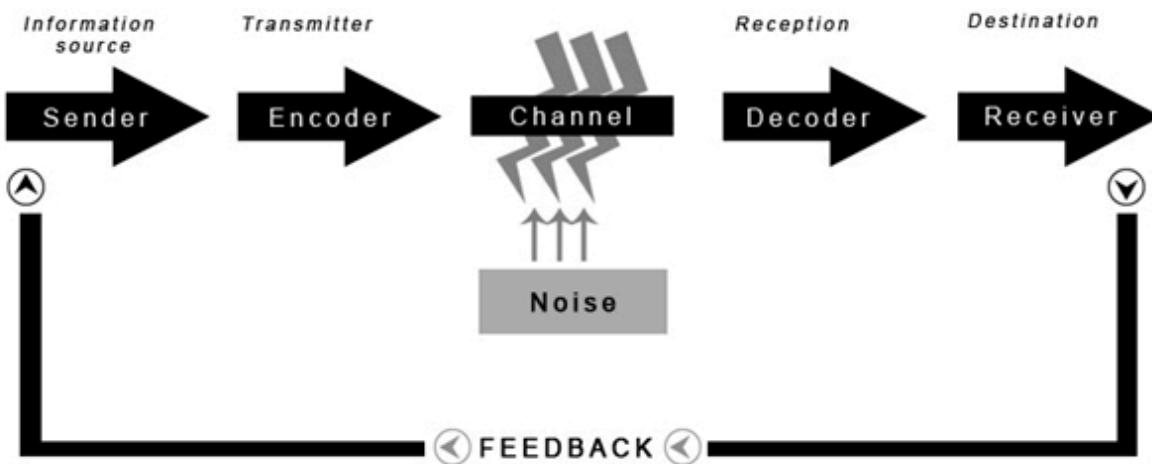


Myth 1: Professional communications are...

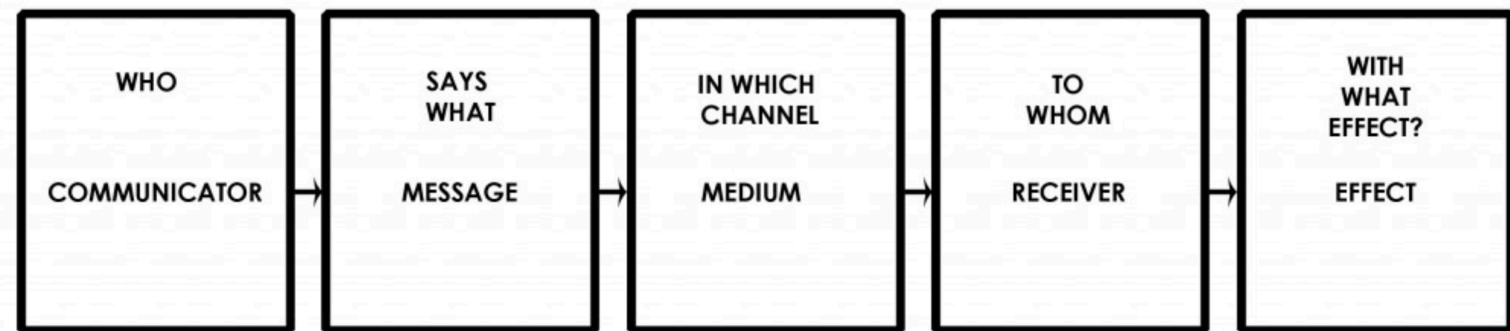
... just a practical means of transmitting information.

Rather, it is a very fabric of social relations.





CommunicationThoery.org, 2019a)



CommunicationThoery.org, 2019b



What's wrong with these examples?

“Your company is one of the largest consulting firms in Australia with 5,000+ staff members. Your company is also widely known for its innovative culture, and holds strong reputations internationally. I would very much like to gain an experience of working in such a well-reputed organisation.”

“I am a passionate learner who would like to gain a professional working experience in a large organisation like yours. I would also like to develop my skills in cybersecurity, and would also like to gain an opportunity to work in the forensic IT area.”

Importance of knowing the protocols...

“Results reveal that participants formed negative perceptions of the sender of an e-mail containing technical language violations. However, most of these negative perceptions were reduced when participants had situational information indicating that the e-mail sender was from a different culture. Conversely, negative attributions stemming from etiquette violations were not significantly mitigated by knowledge that the e-mail sender was from a foreign culture.”
[\(Vignovic, 2010\)](#)

Journal of Applied Psychology
2010, Vol. 95, No. 2, 265–276

© 2010 American Psychological Association
0021-9010/10/\$12.00 DOI: 10.1037/a0018628

Computer-Mediated Cross-Cultural Collaboration: Attributing Communication Errors to the Person Versus the Situation

Jane A. Vignovic and Lori Foster Thompson
North Carolina State University

Computer-mediated communication, such as e-mail, facilitates cross-cultural interactions by enabling convenient communication. During these exchanges, the absence of contextual or situational information may cause e-mail recipients to form dispositional explanations for behavior that might in fact be driven by unseen situational constraints. To gain insight into the manner in which e-mail recipients explain behavior, the authors conducted an experiment examining how technical language violations (i.e., spelling and grammatical errors) and deviations from etiquette norms (i.e., short messages lacking a conversational tone) affect a recipient's perceptions of an e-mail sender's conscientiousness, intelligence, agreeableness, extraversion, affective trustworthiness, and cognitive trustworthiness. This study also investigated whether the effects of technical and etiquette language violations depend on the availability of information indicating the e-mail sender is from a foreign culture. Results reveal that participants formed negative perceptions of the sender of an e-mail containing technical language violations. However, most of these negative perceptions were reduced when participants had situational information indicating that the e-mail sender was from a different culture. Conversely, negative attributions stemming from etiquette violations were not significantly mitigated by knowledge that the e-mail sender was from a foreign culture.



Myth 2: Professional communications are...

... about following the rules.

Rather, it is about how to take advantage of the existing rules for your benefits.

GARRY GRADUATE
35 Hill Crescent
Jobsville VIC 3400
Ph: 03 9771 6770 (H) / 0415 559 629 (M)
garry.graduate@email.com.au

EDUCATION

2009 - current	Bachelor of Information Technology and Systems Monash University, Clayton Major in Multimedia Distinction average Expected completion date: November 2011
2008	Victorian Certificate of Education (VCE) Princeton Secondary High, Heyington Enter Score: 89.4

AWARDS

- 2010 Staff member of the Month Award, Computers R Us
- 2009 Award for "Best Design" in website competition, Monash University

KEY STRENGTHS

Communication

- University presentation received positive feedback regarding style and delivery
- Translated technical reports to ensure clarity and brevity for a non-technical audience
- Quickly built strong customer links resulting in increased sales
- Fluent in spoken and written Japanese

Adaptability

- Ability to adapt to different working environments having been exposed to a range of businesses each with its unique culture and client base
- Embrace cultural diversity having travelled extensively in SE Asia and Europe

Time Management

- Manage timelines and prioritise workload in order to meet study, work and extra curricular commitments
- Project management role on Monash Information Technology Club (MITC) , which involved organising and managing the annual university ball within a tight timeframe and a budget of \$40,000

Initiative and Creativity

- Highly developed creative skills, developed by designing and implementing a small business website for access by customers and investors (www.rosies_antiques.com)

KEY COURSE RELATED PROJECT

IT for the new generation (2nd year group project)

- Designed and implemented Multimedia Systems – New Gen Inc
- Negotiated and problem solved technical issues
- Researched and presented findings in an easy to understand format
- Result: High Distinction

INDUSTRY RELATED EXPERIENCE

2009 - current

Website Developer

Rosie's Antique Shop, Canterbury

- Manage and maintain the company's website (www.rosies_antiques.com)
- Design and implement the website to cater for online customers and to provide general information for investors
- Resolve IT queries from staff within a 24 hour timeframe
- Roll out training sessions on new MS Office software
- Troubleshoot application problems

Key Achievements

- Redesigned the website to make it more user friendly
- Increased the number of visitors by 30%
- Provided an option for customers to buy online

2008

Applications Support

Helptech Australia

- IT phone support for domestic and global clients
- Troubleshooting and circuit board testing
- Dealing with basic customer problems and enquiries

2006 - current

Customer Service Assistant

Computers R Us

- Engage in sales to provide appropriate products to meet customer requirements
- Handle cash transactions and operate registers
- Participate in quarterly stock takes
- Provide post sales technical support to customers

Key Achievement

- Staff Member of the Month Award – March 2010

VOLUNTARY WORK

- 2010 Participate in Mothers Days Run to raise funds for cancer research
- 2009 Red Cross Door Knock Appeal
- 2009 Open Day Ambassador for Faculty of Information Technology, Monash University

MEMBERSHIPS

- 2010 Student Member of the Design Institute of Australia
- 2010 Student Member of the Australian Institute of Technology
- 2009 Committee Member of Monash University Student Representative Council

INTERESTS

- Reading: crime novels, technology magazines
- Keeping abreast of computer game developments
- Sport: indoor cricket, black belt karate, skiing
- Travel: SE Asia, Europe

REFEREES

Ms Mandy Tempson
Manager
Computers R Us
Tel: 9876 6677
Email: mandytempson@gmail.com

Dr Kate Brilla
Head of Faculty of Information, Technology & Systems
Monash University, Berwick Campus
Tel: 9800 1334
Email: kate.brilla@monash.edu.au

GARRY GRADUATE
35 Hill Crescent
Jobsville VIC 3400
Ph: 03 9771 6770 (H) / 0415 559 629 (M)
garry.graduate@email.com.au

EDUCATION

2009 - current

Bachelor of Information Technology and Systems
Monash University, Clayton

Major in Multimedia
Distinction average
Expected completion date: November 2011

2008

Victorian Certificate of Education (VCE)
Princeton Secondary High, Heyington
Enter Score: 89.4

AWARDS

- 2010 Staff member of the Month Award, Computers R Us
- 2009 Award for "Best Design" in website competition, Monash University

KEY STRENGTHS

Communication

- University presentation received positive feedback regarding style and delivery
- Translated technical reports to ensure clarity and brevity for a non-technical audience
- Quickly built strong customer links resulting in increased sales
- Fluent in spoken and written Japanese

Adaptability

- Ability to adapt to different working environments having been exposed to a range of businesses each with its unique culture and client base
- Embrace cultural diversity having travelled extensively in SE Asia and Europe

Time Management

- Manage timelines and prioritise workload in order to meet study, work and extra curricular commitments
- Project management role on Monash Information Technology Club (MITC) , which involved organising and managing the annual university ball within a tight timeframe and a budget of \$40,000

Initiative and Creativity

- Highly developed creative skills, developed by designing and implementing a small business website for access by customers and investors (www.rosies_antiques.com)

KEY COURSE RELATED PROJECT

IT for the new generation (2nd year group project)

- Designed and implemented Multimedia Systems – New Gen Inc
- Negotiated and problem solved technical issues
- Researched and presented findings in an easy to understand format
- Result: High Distinction

INDUSTRY RELATED EXPERIENCE

2009 - current

Website Developer

Rosie's Antique Shop, Canterbury

- Manage and maintain the company's website (www.rosies_antiques.com)
- Design and implement the website to cater for online customers and to provide general information for investors
- Resolve IT queries from staff within a 24 hour timeframe
- Roll out training sessions on new MS Office software
- Troubleshoot application problems

Key Achievements

- Redesigned the website to make it more user friendly
- Increased the number of visitors by 30%
- Provided an option for customers to buy online

2008

Applications Support

HelpTech Australia

- IT phone support for domestic and global clients
- Troubleshooting and circuit board testing
- Dealing with basic customer problems and enquiries

2006 - current

Customer Service Assistant

Computers R Us

- Engage in sales to provide appropriate products to meet customer requirements
- Handle cash transactions and operate registers
- Participate in quarterly stock takes
- Provide post sales technical support to customers

Key Achievement

- Staff Member of the Month Award – March 2010

VOLUNTARY WORK

- 2010 Participate in Mothers Days Run to raise funds for cancer research
- 2009 Red Cross Door Knock Appeal
- 2009 Open Day Ambassador for Faculty of Information Technology, Monash University

MEMBERSHIPS

- 2010 Student Member of the Design Institute of Australia
- 2010 Student Member of the Australian Institute of Technology
- 2009 Committee Member of Monash University Student Representative Council

INTERESTS

- Reading: crime novels, technology magazines
- Keeping abreast of computer game developments
- Sport: indoor cricket, black belt karate, skiing
- Travel: SE Asia, Europe

REFEREES

Ms Mandy Tempson
Manager
Computers R Us
Tel: 9876 6677
Email: mandytempson@gmail.com

Dr Kate Brilla
Head of Faculty of Information, Technology & Systems
Monash University, Berwick Campus
Tel: 9800 1334
Email: kate.brilla@monash.edu.au

GARRY GRADUATE
35 Hill Crescent
Jobsville VIC 3400
Ph: 03 9771 6770 (H) / 0415 559 629 (M)
garry.graduate@email.com.au

EDUCATION

2009 - current

Bachelor of Information Technology and Systems
Monash University, Clayton

Major in Multimedia
Distinction average
Expected completion date: November 2011

2008

Victorian Certificate of Education (VCE)
Princeton Secondary High, Heyington
Enter Score: 89.4

AWARDS

- 2010 Staff member of the Month Award, Computers R Us
- 2009 Award for "Best Design" in website competition, Monash University

KEY STRENGTHS

Communication

- University presentation received positive feedback regarding style and delivery
- Translated technical reports to ensure clarity and brevity for a non-technical audience
- Quickly built strong customer links resulting in increased sales
- Fluent in spoken and written Japanese

Adaptability

- Ability to adapt to different working environments having been exposed to a range of businesses each with its unique culture and client base
- Embrace cultural diversity having travelled extensively in SE Asia and Europe

Time Management

- Manage timelines and prioritise workload in order to meet study, work and extra curricular commitments
- Project management role on Monash Information Technology Club (MITC) , which involved organising and managing the annual university ball within a tight timeframe and a budget of \$40,000

Initiative and Creativity

- Highly developed creative skills, developed by designing and implementing a small business website for access by customers and investors (www.rosies_antiques.com)

KEY COURSE RELATED PROJECT

IT for the new generation (2nd year group project)

- Designed and implemented Multimedia Systems – New Gen Inc
- Negotiated and problem solved technical issues
- Researched and presented findings in an easy to understand format
- Result: High Distinction

INDUSTRY RELATED EXPERIENCE

2009 - current

Website Developer

Rosie's Antique Shop, Canterbury

- Manage and maintain the company's website (www.rosies_antiques.com)
- Design and implement the website to cater for online customers and to provide general information for investors
- Resolve IT queries from staff within a 24 hour timeframe
- Roll out training sessions on new MS Office software
- Troubleshoot application problems

Key Achievements

- Redesigned the website to make it more user friendly
- Increased the number of visitors by 30%
- Provided an option for customers to buy online

2008

Applications Support

Helptech Australia

- IT phone support for domestic and global clients
- Troubleshooting and circuit board testing
- Dealing with basic customer problems and enquiries

2006 - current

Customer Service Assistant

Computers R Us

- Engage in sales to provide appropriate products to meet customer requirements
- Handle cash transactions and operate registers
- Participate in quarterly stock takes
- Provide post sales technical support to customers

Key Achievement

- Staff Member of the Month Award – March 2010

VOLUNTARY WORK

- 2010 Participate in Mothers Days Run to raise funds for cancer research
- 2009 Red Cross Door Knock Appeal
- 2009 Open Day Ambassador for Faculty of Information Technology, Monash University

MEMBERSHIPS

- 2010 Student Member of the Design Institute of Australia
- 2010 Student Member of the Australian Institute of Technology
- 2009 Committee Member of Monash University Student Representative Council

INTERESTS

- Reading: crime novels, technology magazines
- Keeping abreast of computer game developments
- Sport: indoor cricket, black belt karate, skiing
- Travel: SE Asia, Europe

REFEREES

Ms Mandy Tempson
Manager
Computers R Us
Tel: 9876 6677
Email: mandytempson@gmail.com

Dr Kate Brilla
Head of Faculty of Information, Technology & Systems
Monash University, Berwick Campus
Tel: 9800 1334
Email: kate.brilla@monash.edu.au

GARRY GRADUATE
35 Hill Crescent
Jobsville VIC 3400
Ph: 03 9771 6770 (H) / 0415 559 629 (M)
garry.graduate@email.com.au

EDUCATION

2009 - current

Bachelor of Information Technology and Systems
Monash University, Clayton

Major in Multimedia
Distinction average
Expected completion date: November 2011

2008

Victorian Certificate of Education (VCE)
Princeton Secondary High, Heyington
Enter Score: 89.4

AWARDS

- 2010 Staff member of the Month Award, Computers R Us
- 2009 Award for "Best Design" in website competition, Monash University

KEY STRENGTHS

Communication

- University presentation received positive feedback regarding style and delivery
- Translated technical reports to ensure clarity and brevity for a non-technical audience
- Quickly built strong customer links resulting in increased sales
- Fluent in spoken and written Japanese

Adaptability

- Ability to adapt to different working environments having been exposed to a range of businesses each with its unique culture and client base
- Embrace cultural diversity having travelled extensively in SE Asia and Europe

Time Management

- Manage timelines and prioritise workload in order to meet study, work and extra curricular commitments
- Project management role on Monash Information Technology Club (MITC) , which involved organising and managing the annual university ball within a tight timeframe and a budget of \$40,000

Initiative and Creativity

- Highly developed creative skills, developed by designing and implementing a small business website for access by customers and investors (www.rosies_antiques.com)

KEY COURSE RELATED PROJECT

IT for the new generation (2nd year group project)

- Designed and implemented Multimedia Systems – New Gen Inc
- Negotiated and problem solved technical issues
- Researched and presented findings in an easy to understand format
- Result: High Distinction

INDUSTRY RELATED EXPERIENCE

2009 - current

Website Developer

Rosie's Antique Shop, Canterbury

- Manage and maintain the company's website (www.rosies_antiques.com)
- Design and implement the website to cater for online customers and to provide general information for investors
- Resolve IT queries from staff within a 24 hour timeframe
- Roll out training sessions on new MS Office software
- Troubleshoot application problems

Key Achievements

- Redesigned the website to make it more user friendly
- Increased the number of visitors by 30%
- Provided an option for customers to buy online

2008

Applications Support

HelpTech Australia

- IT phone support for domestic and global clients
- Troubleshooting and circuit board testing
- Dealing with basic customer problems and enquiries

2006 - current

Customer Service Assistant

Computers R Us

- Engage in sales to provide appropriate products to meet customer requirements
- Handle cash transactions and operate registers
- Participate in quarterly stock takes
- Provide post sales technical support to customers

Key Achievement

- Staff Member of the Month Award – March 2010

VOLUNTARY WORK

- 2010 Participate in Mothers Days Run to raise funds for cancer research
- 2009 Red Cross Door Knock Appeal
- 2009 Open Day Ambassador for Faculty of Information Technology, Monash University

MEMBERSHIPS

- 2010 Student Member of the Design Institute of Australia
- 2010 Student Member of the Australian Institute of Technology
- 2009 Committee Member of Monash University Student Representative Council

INTERESTS

- Reading: crime novels, technology magazines
- Keeping abreast of computer game developments
- Sport: indoor cricket, black belt karate, skiing
- Travel: SE Asia, Europe

REFEREES

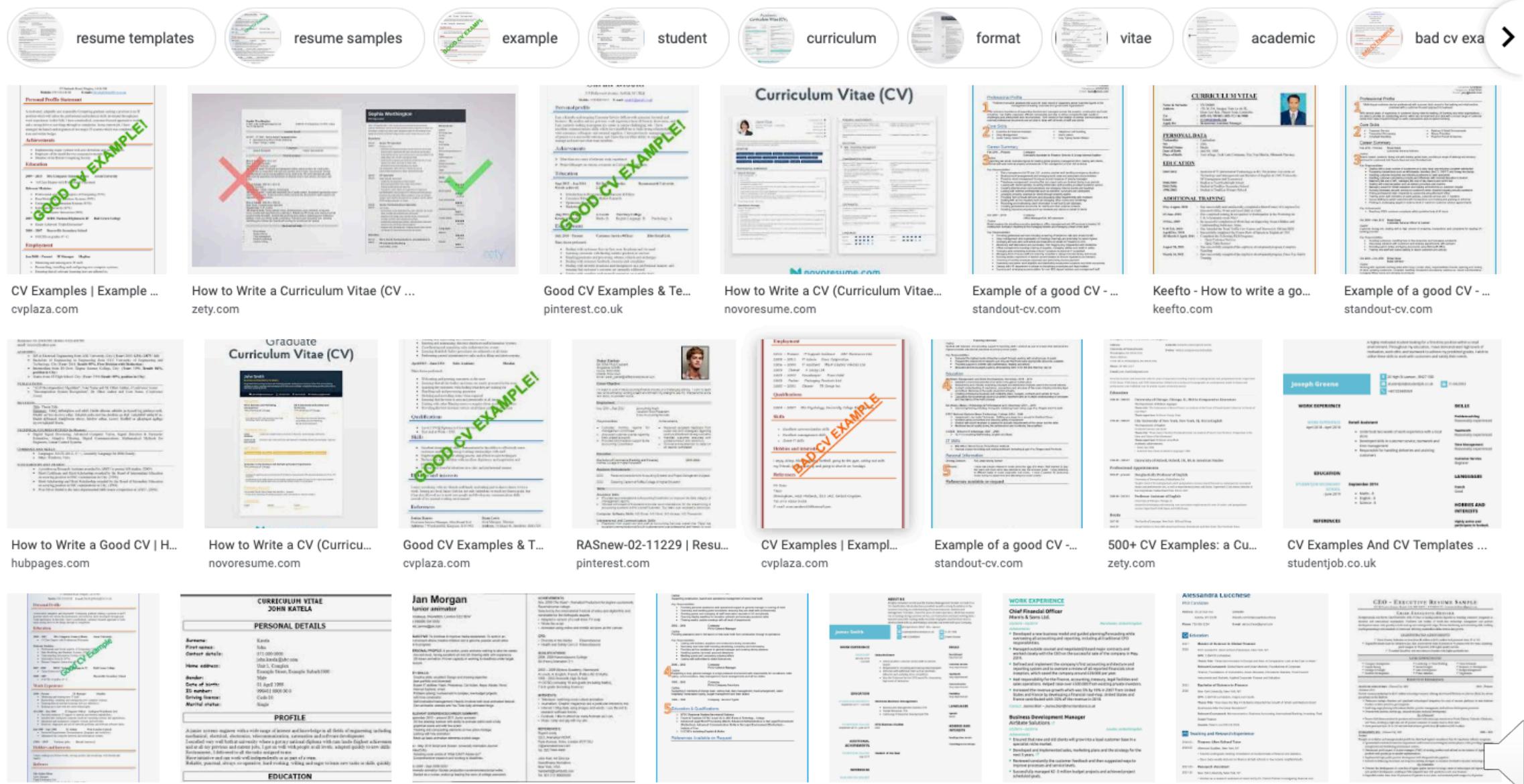
Ms Mandy Tempson
Manager
Computers R Us
Tel: 9876 6677
Email: mandytempson@gmail.com

Dr Kate Brilla
Head of Faculty of Information, Technology & Systems
Monash University, Berwick Campus
Tel: 9800 1334
Email: kate.brilla@monash.edu.au

Myth 3: Professional communications are...

... independent of cultural and social contexts.

Rather, it *is* part of both global and local cultures.



Professional communications in light of ‘glocalization’...



[\(Sopco, 2015\)](#)



[\(Hopkins, 2017\)](#)

GARRY GRADUATE
35 Hill Crescent
Jobsville VIC 3400
Ph: 03 9771 6770 (H) / 0415 559 629 (M)
garry.graduate@email.com.au

EDUCATION

2009 - current	Bachelor of Information Technology and Systems Monash University, Clayton Major in Multimedia Distinction average Expected completion date: November 2011
2008	Victorian Certificate of Education (VCE) Princeton Secondary High, Heyington Enter Score: 89.4

AWARDS

- 2010 Staff member of the Month Award, Computers R Us
- 2009 Award for "Best Design" in website competition, Monash University

KEY STRENGTHS

Communication

- University presentation received positive feedback regarding style and delivery
- Translated technical reports to ensure clarity and brevity for a non-technical audience
- Quickly built strong customer links resulting in increased sales
- Fluent in spoken and written Japanese

Adaptability

- Ability to adapt to different working environments having been exposed to a range of businesses each with its unique culture and client base
- Embrace cultural diversity having travelled extensively in SE Asia and Europe

Time Management

- Manage timelines and prioritise workload in order to meet study, work and extra curricular commitments
- Project management role on Monash Information Technology Club (MITC) , which involved organising and managing the annual university ball within a tight timeframe and a budget of \$40,000

Initiative and Creativity

- Highly developed creative skills, developed by designing and implementing a small business website for access by customers and investors (www.rosies_antiques.com)

KEY COURSE RELATED PROJECT

IT for the new generation (2nd year group project)

- Designed and implemented Multimedia Systems – New Gen Inc
- Negotiated and problem solved technical issues
- Researched and presented findings in an easy to understand format
- Result: High Distinction

INDUSTRY RELATED EXPERIENCE

2009 - current

Website Developer

Rosie's Antique Shop, Canterbury

- Manage and maintain the company's website (www.rosies_antiques.com)
- Design and implement the website to cater for online customers and to provide general information for investors
- Resolve IT queries from staff within a 24 hour timeframe
- Roll out training sessions on new MS Office software
- Troubleshoot application problems

Key Achievements

- Redesigned the website to make it more user friendly
- Increased the number of visitors by 30%
- Provided an option for customers to buy online

2008

Applications Support

Helptech Australia

- IT phone support for domestic and global clients
- Troubleshooting and circuit board testing
- Dealing with basic customer problems and enquiries

2006 - current

Customer Service Assistant

Computers R Us

- Engage in sales to provide appropriate products to meet customer requirements
- Handle cash transactions and operate registers
- Participate in quarterly stock takes
- Provide post sales technical support to customers

Key Achievement

- Staff Member of the Month Award – March 2010

VOLUNTARY WORK

- 2010 Participate in Mothers Days Run to raise funds for cancer research
- 2009 Red Cross Door Knock Appeal
- 2009 Open Day Ambassador for Faculty of Information Technology, Monash University

MEMBERSHIPS

- 2010 Student Member of the Design Institute of Australia
- 2010 Student Member of the Australian Institute of Technology
- 2009 Committee Member of Monash University Student Representative Council

INTERESTS

- Reading: crime novels, technology magazines
- Keeping abreast of computer game developments
- Sport: indoor cricket, black belt karate, skiing
- Travel: SE Asia, Europe

REFEREES

Ms Mandy Tempson
Manager
Computers R Us
Tel: 9876 6677
Email: mandytempson@gmail.com

Dr Kate Brilla
Head of Faculty of Information, Technology & Systems
Monash University, Berwick Campus
Tel: 9800 1334
Email: kate.brilla@monash.edu.au

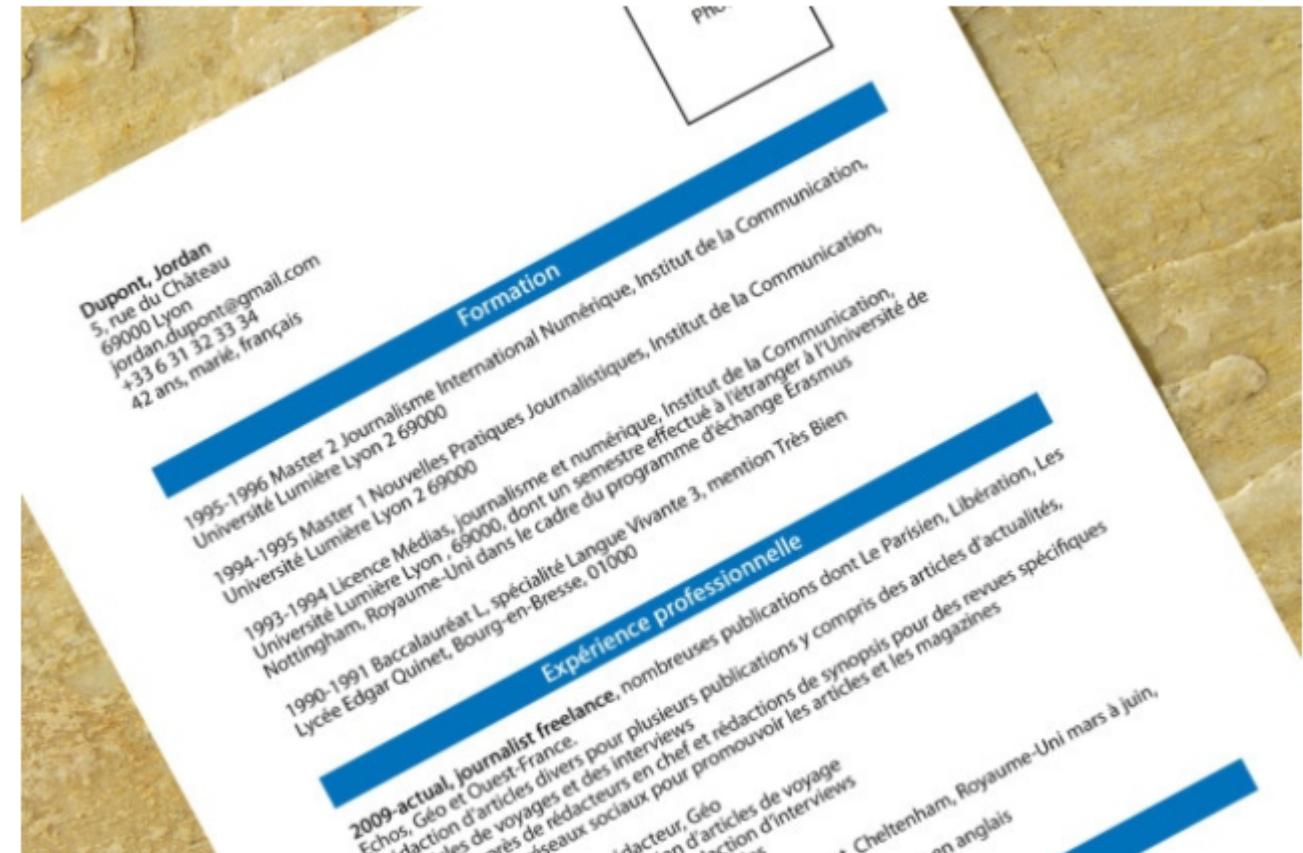
“Start your French CV with your personal details. These should include: name (remember that the French write their surname first), address, email address, telephone number, age, marital status and nationality (if you have a good level of French it might be useful to include it after your nationality). It is also common practice in France to include a passport-sized photo of yourself with your CV. Make sure this is a professional photo of you and not a holiday snap!”

([Rawle, 2018](#))

How to write a great French CV

 PUBLISHED: 16:07 28 April 2018 | UPDATED: 15:24 08 May 2018

Emma Rawle



How to write a great French CV © Archant

If you're applying for jobs in France then make sure you use this simple guide to write a great French CV in the correct format and make sure you stand out from the other candidates

履歴書

2014年2月6日現在

ふりがな 姓 名	やまと たろう	年齢 1989年11月7日生（満24歳） 性別 <input checked="" type="radio"/> 男 <input type="radio"/> 女	本紙を記入する場合 ある部分 1. 頭髪 - 4cm 横 24-30mm 2. 本人撮影から上 3. 斜面のみつけ
ふりがな ビラキベ 通 住 所 〒101-1234	東京都千代田区ヴィキベ町1丁目2番34号		
ふりがな 連絡先 下	(既往歴以外に連絡を希望する場合は記入)	電話 03-3123-4567 携帯 090-1234-5678 電話 方	

年	月	学歴・職歴（各別にまとめて書く）
学歴		
2006	3	私立ヴィキベ中学校 卒業
2006	4	私立ヴィキベ高等学校 入学
2009	3	私立ヴィキベ高等学校 卒業
2009	4	私立ヴィキベ大学 情報工学部 入学
2013	3	私立ヴィキベ大学 情報工学部 卒業
職歴		
2013	4	ヴィキベ株式会社 入社
		東京支社 技術部に配属
		以上

年	月	免許・資格
2013	1	普通自動車第一種免許取得

自己PR

保育スキル

希望の教科、特技、好きな学科など	活動時間 約 1 時間 0 分
扶養家族（配偶者を除く）	0人
配偶者 <input checked="" type="radio"/> 有 <input type="radio"/> 無	配偶者の扶養義務 <input checked="" type="radio"/> 有 <input type="radio"/> 無

本人希望記入欄（特に給料、職種、勤務時間、勤務地、その他についての希望などがあれば記入）

Myth 4: Professional communications are...

... something that can be 'generic' to suit every purpose and format.

Diversity in the available means of communications is increasing and will not slow down, and well-harnessed creativity is essential to craft a focused communication.

NATHALIE BYSTRÖM

DIGITAL MARKETING PROFESSIONAL



INTRODUCTION

Hi, I'm Nathalie, and I am passionate about helping businesses get discovered and gain recognition through the latest viral, guerrilla and digital marketing tactics. As an organised and highly creative individual, I love to champion brilliant marketing ideas that deliver first class results and the challenges of working within a dynamic and fast paced working environment.

EXPERIENCE

DIGITAL MARKETING MANAGER | GOOGLE
December 2012 - Present

Liaising closely with internal design and development teams, I was responsible for brainstorming, managing and implementing SEO and PPC campaigns within the R&D / Inspiration team. Working at the forefront of the marketing team I have been instrumental in driving recognition for breakthrough projects. Through insight and analysis of Google Analytics I have increased ROI by 12% and CTR by 18%.

DIGITAL MARKETING ASSISTANT | AMAZON
January 2009 - November 2012

Supporting an established Digital Marketing team of 20 my responsibilities included the setup and management of digital marketing campaigns, generating reports and insight for the wider marketing department, liaising with clients, contractors and mentors and junior members of the team. My key focus was centred on SEO, PPC, Google Analytics and the UI Design of Landing Zones.

EMAIL CAMPAIGN ASSISTANT | AOL
August 2006 - December 2008

After graduating from university I joined AOL as part of a graduate programme within their Digital Marketing department. Specialising in Email management and distribution I held responsibility for the design, development and distribution of 1200 B2C emails per year. Geared towards retention and subscription management programmes I had to create and manage engaging email campaigns as part of a team.

123 The Street, Crouch End, London, N7 | 01234 567890 | email@email.com | twitter.com/mytwitteraccount



CURRICULUM VITAE

↳ HELLO MY NAME IS RICCARDO SABATINI.

↳ A SHORT PRESENTATION.

I am an Italian graphic-designer with a first class bachelor of arts degree at Accademia Italiana - University of Wales. Besides my specialization, I have an extreme passion to work with everything is visual, from photography to digital art to many other fields. My main goals are to receive the best feedback for what I do, and to do it in the best way. Plus to improve always my style and to do something different each time.

ROUTINE IS NOT HEALTHY FOR DESIGNERS.

↳ MY SKILLS SET, HOW I WORK!

I like to work in different ways and with different styles, so I used to combine a lot these software together, interaction is a great weapon of choice.

↳ MY WEAPONRY.

ADOBE PHOTOSHOP	level expert
ADOBE ILLUSTRATOR	level advanced
ADOBE INDESIGN	level advanced
PHOTOGRAPHY	level advanced
TABLET	level intermediate
3D SOFTWARES	level beginner
VIDEO EDITING	level beginner

↳ I AM ON THE INTERNET, OF COURSE!

I have uploaded my material online from the beginning to confront myself in a worldwide range, also to keep in touch with other creatives of every culture and country, to be inspired and to inspire, and to professionally grow.

↳ MY VIRTUAL EXTENSIONS.

E-MAIL	superrough@live.it
BEHANCE	behance.net/richardsabatini
DEVIANTART	richardtherough.deviantart.com
FLICKR	flickr.com/photos/richardtherough
LINKED-IN	linkedin.com/in/riccardosabatini
FACEBOOK	facebook.com/riccardosabatinidesigns

↳ I like to work on different fields, and to use different techniques, besides graphic-design.

LOGO-LOGOTYPES	PHOTOGRAPHY	BRANDING	PACKAGING	DIGITAL ART
TYPOGRAPHY	PHOTO-RETOUCH	ADVERTISING	PATTERN-DESIGN	VECTOR ART
TYPE-TREATMENT	PHOTO-MANIPULATION	EDITORIAL-DESIGN	3D RENDERING	ILLUSTRATION

↳ MY SPECIALTIES, WHAT I DO!

I work since the beginning, for personal projects, online competitions, freelancing and employed.

↳ MY EXPERIENCES, WHAT I'VE DONE!

- ↳ PERSONAL PROJECTS (since 2009) experiments of different typology and media, from abstract art to poster design and much more, all visible on my online portfolios.
- ↳ ONLINE COMPETITIONS (since 2006) constant participation to contests of graphic-design, photography and digital art.
- ↳ FREELANCE COMMISSIONS (since 2008) design and production of miscellaneous typology, from the flyers/posters for events to ed packages for bands and artists, logos etc.
- ↳ ADD YOURSELF (since 2011...) currently searching.

↳ THE RESPONSE CORNER, MAKE YOUR CHOICE!

EXPECTED TIME TO READ : 87 SECONDS

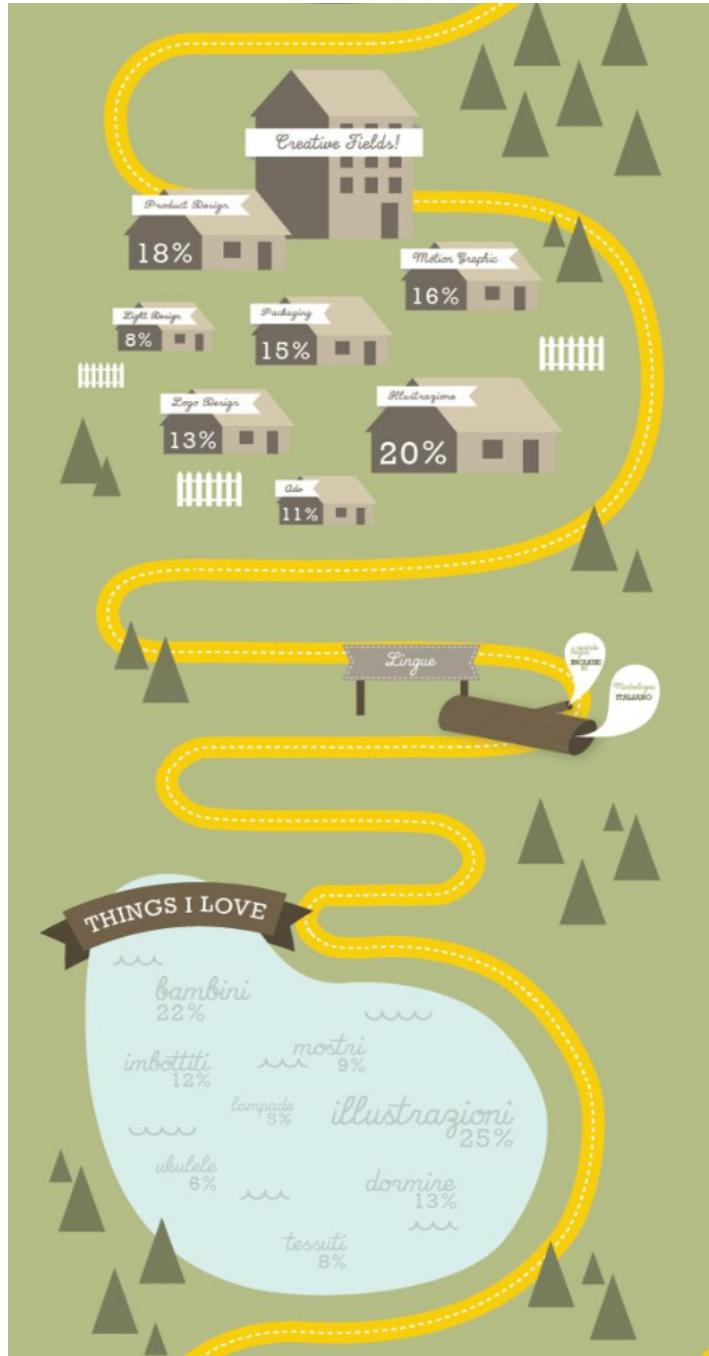
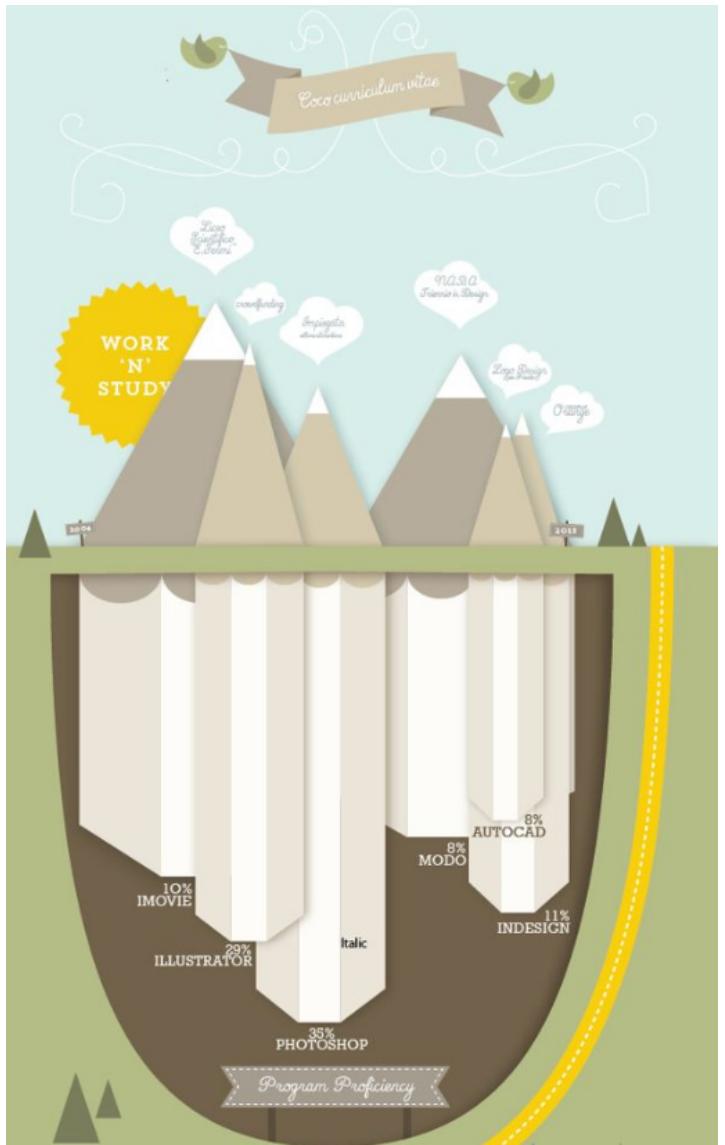
↳ THE PHONE

OR

↳ THE TRADICION

Yours faithfully, Riccardo Sabatini

(All examples from [Richard, 2014](#))



2019 Trainee Program - Sydney -

Technology Risk

Creating a meaningful career is important, but so is creating yourself. To do both, you need the right opportunities – to grow equally as a professional and an individual, and to make an impact in a community where creating positive difference matters.

The skills, experience and connections you will gain with PwC provide that opportunity. The rest is yours to create!

About the opportunity

If you are in your first year of a three-year degree, second year of a four-year degree, or third year of a five-year degree, kick start your career by joining our Trainee Program. The Trainee program enables you to gain practical experience within our Risk Assurance business area while still completing your degree. It's the ultimate way to put what you're learning at uni into practice.

Once you've completed the Trainee Program and your degree, you may be offered a full-time graduate position with the firm.

About the team: Technology Risk

Technology Risk provides clients with independent reviews and confidence in the technology decisions, applications and the platforms they operate. The team help to manage emerging risks tied to systems, security, data, reporting and programs to enable clients to create a more digitally integrated environment and better harness new technologies.

The work you'll do here involves providing assurance in relation to client activities spanning Technology Strategy and Transformation, IT Operations, Digital Integration and Emerging Technology as well as specialist Technology support for internal and external audit services.

Our Technology Risk team is part of our Risk Assurance practice. Learn more [here](#).

Next Steps

For more information on the business areas at PwC and benefits of the Trainee Program, please visit our [website](#).

Applications open on Monday 23rd July and close on Sunday 19th August at 5PM.

Our recruitment process will follow the timeline below. Please take note of the dates and complete testing and video interviews as soon as possible to ensure you have enough time to do your best!

- Online Testing deadline - Wednesday 22 August
- Video Interview deadline - Sunday 26 August
- Video Interview outcomes by Wednesday 5th September
- Assessment Centres commencing 10th September

Please note that to be eligible for the Trainee Program, you must be an Australian or New Zealand Citizen or an Australian Permanent Resident.

Trainee Insider Evening - Tuesday 7 August

Join us for our Trainee Insider Event! You will have the opportunity to meet employees who started their careers through the Trainee program, learn about our new ways of working, and network with recent Trainees and members of the recruitment team to gain valuable insights into how to stand out through the recruitment process.

You'll come away with an understanding of the program, how you can kick start your career and create meaningful change.

Register [here](#).



(GradConnection, 2018)

Myth 5: Professional communications are...

... only for the ‘intended’ audience.

You never know how your communications get consumed.

Wake Up Call: Zuckerberg's Legal Team Has His Back at Senate



Mark Zuckerberg, chief executive officer and founder of Facebook Inc., testifies before a joint hearing of the Senate Judiciary and Commerce Committees in Washington, D.C., U.S., on Tuesday, April 10, 2018. Senators pressed Zuckerberg at the start of two days of congressional testimony over his company's failure to protect the privacy of millions of its users, warning that they wanted more than just apologies and promises to do better. Photographer: Al Drago/Bloomberg

By Rick Mitchell - Big Law Business

April 11, 2018

(Mitchell, 2018)

(Baynes, 2018)

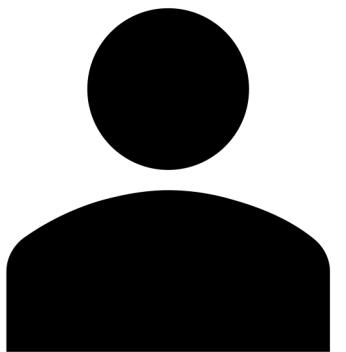
Christopher Wylie hearing: Cambridge Analytica whistleblower to give evidence to US Congress over Facebook data breach

Former employee of data analytics firm likely to face questions over work for Trump campaign

Chris Baynes | Monday 23 April 2018 14:59 | 2 comments



Cambridge Analytica whistleblower Christopher Wylie gives evidence to the House of Commons Digital, Culture, Media and Sport Committee's inquiry into fake news (PA)



GARRY GRADUATE
35 Hill Crescent
Jobsville VIC 3400
Ph: 03 9771 6770 (H) / 0415 559 629 (M)
garry.graduate@gmail.com.au

EDUCATION
2009 - current

1/5 Monash Drive,
Monashville,
Victoria 3000
Telephone: 03 1234 5678
Email: Garry.Graduate@student.monash.edu

Dr Sally White
HR Manager,
Monash IT Consulting
26 Lonsdale Street
Melbourne VIC 3000
Email: Sally.White@mitc.com.au

10/08/2020

Dear Dr White,

Subject: Possible part-time opportunity at your organisation

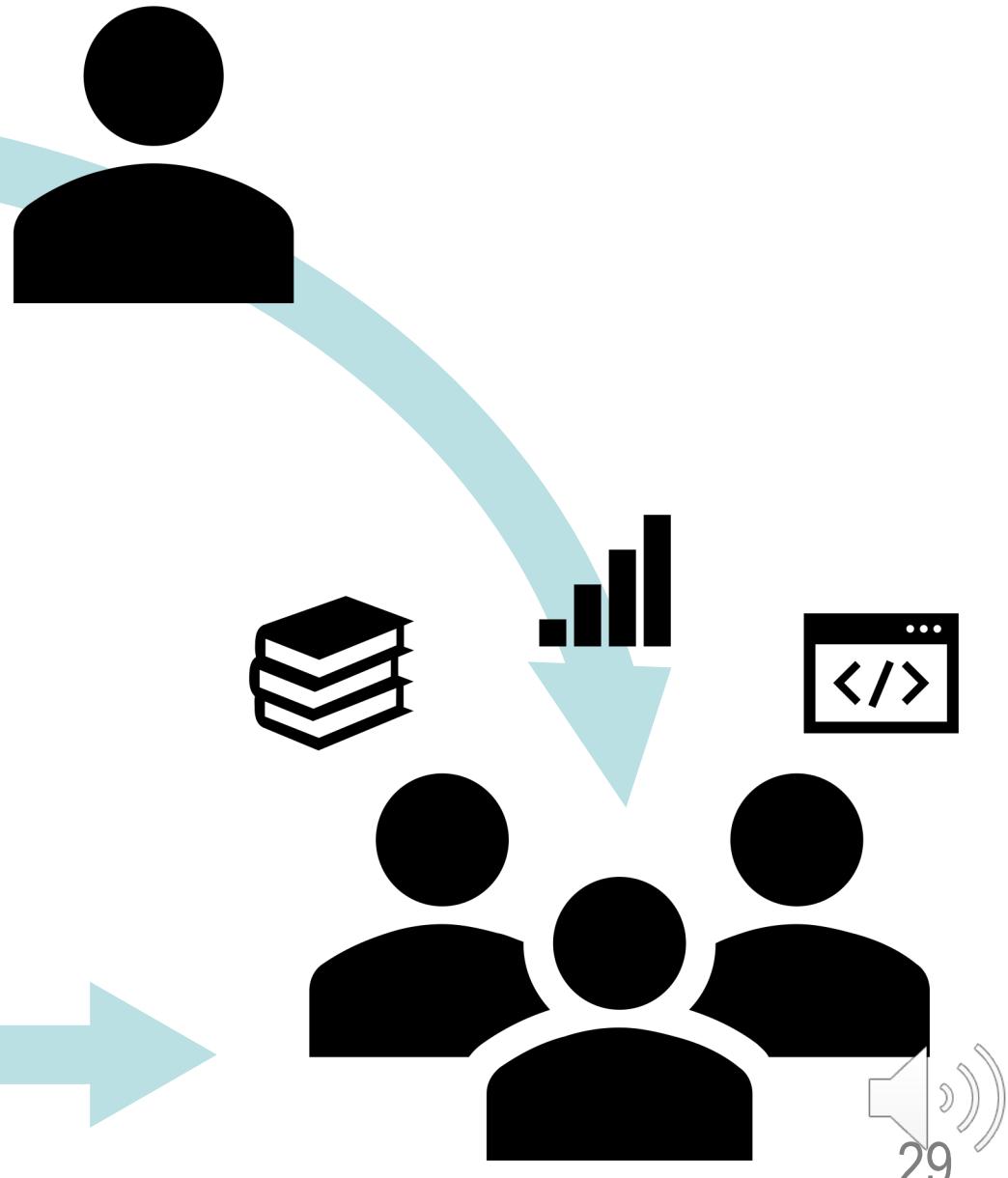
Hope this email reaches you well. My name is Gary Graduate, and I am a current second-year student enrolled in the Bachelor of Computer Science at Monash University. I am writing this email as a follow-up from the conversation we had at the recent industry event organised by the Faculty of Information Technology at Monash University.

At the event, you had kindly suggested that I send you my expression of interest for a part-time casual role at your organisation, so that you would be forward it to relevant staff for further consideration. I would totally understand if this is no longer the case, but I would very much appreciate it if you would still be able to do this for me.

Please let me know if you require further information, and I can be contacted either by email at this address, or by telephone on 03 1234 5678. It was lovely having a conversation with you at the event, and thank you so much again for your kind offer. I look forward to hearing from you soon.

Kind regards,

Gary Graduate



Myth 6: Professional communications are...

... just about an immediate success and outcomes.

Each communication is merely a battle; you will have to win the war.

