

Name Surname

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PROFILE

(3-5 tailored & relevant summary points: what skill/experience/outcome + where? i.e. show depth and breadth)

- Completing Honours in Chemistry at UNSW with a distinction average
- Designed and conducted 15 experiments in using key techniques including mass-spectrometry
- Wrote and presented 12 reports, a thesis at UNSW and 4 journal article publications
- Strong communication and customer service experience with 2 years' experience at JB Hi-Fi
- Effective relationship builder and collaborator, coordinating community events with St. Vincent's

EDUCATION

(Positive grades / achievements)

Bachelor of Science (Chemistry) | UNSW

Mar 2015 – Expected 2018

- Distinction average

Higher School Certificate | School Name

2016

- ATAR = 89 | Band 6: English & Math | Sport Captain | Duke of Edinburgh Recipient

RELEVANT PROJECTS

(Action verb + Task + Outcome/Purpose [quantifiable])

Honours Thesis: Rapid chiral analysis of amino acids by mass spectrometry | UNSW

2018

- Conducted a literature review on analytical methods for chiral analysis
- Designed an experiment to rapidly separate small-molecule enantiomers in milliseconds
- Prepared standard solutions and generated calibration curves for quantifying enantiomeric excess
- Operated and maintained high-performance mass spectrometry instrumentation
- Resulted in separation of molecules over 100,000 times faster than conventional approaches
- Presented to faculty staff – powerful new method for chiral analysis by mass spectrometry
- Provided recommendations on how to improve chiral analysis in drug discovery and development
- Received an upper-first-class Honours and finding were published in 3 academic journals
- Awarded best student presenter at national Royal Australian Chemical Institute conference

Special Research Project: Protein ion super-acids | UNSW

Nov 2016 – Feb 2017

- Reviewed literature on super-acids and protein ion formation in mass spectrometry
- Collaborated with colleagues conducting electrospray ionization of supercharged protein ions
- Analysed sequencing data, assigned charge states, and measured ion-molecule reaction kinetics
- Delivered a comprehensive research-report synthesising findings to faculty staff
- Co-authored a publication in a leading general chemistry journal

ADDITIONAL EXPERIENCE

(Action verb + Task + Outcome/Purpose [quantifiable])

Sales Assistant | JB Hi-Fi

Dec 2016 – Feb 2017

- Engaged with customers, building strong relationships through understanding needs and concerns
- Administered the point-of-sale platform and managed inventory on shop-floor and stock-room
- Facilitated staff onboarding through training on store operations, ensured consistency in service
- Utilised value adding upsell techniques, resulting in a strong sales-record and repeat service

Tutor (Maths & Science) | Private

Jan 2014 – Dec 2016

- Assessed student needs and designed tailored lesson plans addressing key areas of concern
- Increased understanding through transforming challenging concepts into simplified examples
- Increased engagement by communicating concept relevance and linking to personal interests
- Enhanced learning by testing comprehension, providing feedback and study techniques
- Liaised with parents to understand students' situation and informed progress in development
- Grew client base from 2 to 8 over a three-year period (HSC results: 3 band-six, 4 band-five)

EXTRA-CURRICULAR INVOLVEMENTS

(Action verb + Task + Outcome/Purpose [quantifiable])

Student Engagement Officer | UNSW

Feb 2017

- Undertook an intensive 3-day training program on student needs, services, and resources
- Guided groups of 20 new students around campus to facilitate their transition into university

Support Officer | St. Vincent De Paul's

Jun 2015

- Collaborated with a team of 10 volunteers to collect food provisions, set-up a stall, and deliver services to individuals in times of need

TECHNICAL SKILLS

(Skill and where/how utilised)

Proficient with Microsoft Office Suite and beginner with SPSS (t-tests, chi-square analyses)

INTERESTS

(Brief detail)

Soccer: 7 years' experience

Photography: self-taught, nature and architecture focus

Japanese: intermediate level

Investing: value-based trading

REFEREES

(Name, organisation, position)

Tom Smith

Jane Johnston

Lecturer UNSW Chemistry

JB-Hi-Fi Manager

Contact details supplied upon request

Resume writing tips

- Use appropriate contact details
- Structure sections to best highlight your relevance for the position (first page information is the most important)
- List the position title first, then the organisation second
- Right justify/align dates
- Content in reverse-chronological order (most recent things first for each section. Arrange sections to suit your needs)
- Consistent formatting
- Ensure titles are descriptive e.g., ‘Accounting intern’ rather than ‘intern’
- Insert high grades and achievements if it adds value
- Use achievement statements for experience: Action verb + Task + Outcome/Purpose (quantifiable if it adds value)
- Remove old experiences from resume
- You can include interests if space allows and if: relevant, shows commitment, has an achievement
- Be cautious in listing controversial information if not relevant (e.g. political or religious affiliation)