|  |  |
| --- | --- |
| Name | A: Postcode and Suburb only  T:  E:  LinkedIn Profile: (hyperlink) |

# Career Objective (or Professional Profile)

This part of your CV answers the following questions (a paragraph – not in bullet points):

**Who are you?** Title of your degree, your major, name of the university, how many years of experience if any (incl. relevant, casual experience & soft skills e.g. 2 years in a customer service role)

**Why?** Mention how this role fits into your career path

**What can you bring to the role?** Mention some hard and soft skills you possess which are relevant to the role, as well as your own unique offerings

# Technical Skills (change skills to suit your skill set & the job ad)

Only list technical skills specifically related to your field of expertise, which you feel confident with, you have knowledge of or you have used previously - you might be tested on these during the interview. For IT, use a ‘list style’ & consider such skill areas as: Programming Languages, Operating Systems, Web Servers, Software, and Testing areas. Examples:

# Cloud Computing: Amazon Web Services, MS Azure, etc

# Education

**Professional Year Aug 2020 – Aug 2021**

Performance Education, City

*Key Subjects: Australian Business Culture and Environment, Achieving Career, Success, Australian Workplace Skills and Professional Business Communication.*

**Master of**  **Aug 2020 – Aug 2021**

University, City

*Special interest in:*

**Bachelor of**  **Aug 2020 – Aug 2021**

University, City

*Key learning areas included:*

# University Project

**Title of Project** **Aug 2020 – Aug 2021**

Name of University, City

Pick one or two university projects you did, related to your field, from an Australian university. You must be able to discuss the details of each project during your interview*.*

**Objective:** What was the goal of the project? **– full sentences, detailed**

**Tools:** Which, methodologies, accounting software etc. did you use?

**Duties:** How did you proceed? Was it a group project or an individual project? What were your duties? (*E.g. as part of a team of 4, my role was to…)* ***– full sentences, detailed***

**Outcome:** Include the outcome i.e. the findings of the project- did you meet the objective? What were your conclusions? Did you do a class presentation? Did you write a report? **– full sentences, detailed**

**Result:** Obtained High Distinction/Distinction for this project

# Employment History (list current job first)

**Job title**  **Aug 2020 – Aug 2021**

Company, City

**Job title Aug 2020 – Aug 2021**

Company, City

**Remember to:**

* List your day to day duties (at least 5 points). Be specific when explaining tasks.
* Include figures (e.g. if cash handling, how much? Under pressure, volume of customers? Etc.)
* Start every bullet point with a verb ending with “**–ing**” (e.g. perform**ing**) or **-ed** for past jobs and be consistent with the grammar.

**Achievement -** if you have exceeded any sales targets, or been awarded employee of the month etc, include this here. (NB Simply doing the tasks delegated is not an achievement!)

**TIPS TO HELP YOU WRITE THIS**

* Check out **employment websites**: look for similar roles and note the responsibilities that are listed. It might refresh your memory and help you write a more comprehensive list.
* Look at the responsibilities listed in the job advertisement.
* Check out other people’s **resumes on LinkedIn**: have a look at the responsibilities listed for similar roles.

# Personal Attributes (or Transferable Skills/Employability Skills, if preferred)

* Choose 3 or 4 soft skills that truly describe you.
* For each of them, give an example of how you demonstrated this skill in the past.
* Example: "*excellent interpersonal skills, as demonstrated through 2 years of experience in customer service*" or "*strong time management and organisational skills developed through 5 years of successfully combining work and university studies*".

# Hobbies and Interests (Can be included if you have no relevant work experience)

* Write a dot point summary of your personal interests such as community, sporting or cultural activities
* Try to list interests that would highlight your skills or contribute in some way to the position being applied for
* For example: *Avid tennis player: Created website for Dendy Park Tennis Club & regularly compete in local & state-wide tournaments*

# References

Available upon request

*\*\*Ensure the content reflects your OWN work. This document is simply a template for you to follow regarding the order of the information. Your resume is YOURS and should be unique to your abilities, education, experience and skill set. Any evidence of plagiarism (using someone else’s work) will automatically be considered Not Yet Competent.\*\**