

Jie Li

0400 123 123 | jieli@gmail.com | linkedin.com/in/jieli | Kensington NSW

CAREER PROFILE

- Final year, distinction average Bachelor of Commerce student (majors: Finance and Accounting)
- Conducted financial reviews, analyses, and reporting at KPMG Shanghai and UNSW
- Leadership applied through managing service operations at Macleay Hotel, Sydney
- Organised community events and promoted effectively with a team, raising \$5,000 for 'One Girl'
- Effective communicator from 2 years' experience in customer service and sales positions

EDUCATION

Bachelor of Commerce (Finance and Accounting) 2015 - expected Nov 2017
UNSW Sydney

- Distinction average | High Distinction average for finance subjects

UNSW Foundation Year 2014

- GPA: 9.6/10 | Elected as class representative

RELEVANT EXPERIENCE

Administration Team Intern Jan 2016 - Current
Student Centre, UNSW Sydney

- Analysed budgets and identified inefficiencies in daily operations; reported key findings to management
- Reviewed the website content and structure prior to update; ensuring efficiency in transition
- Developed monthly unit financial-reports, highlighting recent changes when notifying management

Audit Vacationer Dec 2016 - Jan 2017
KPMG, Shanghai Office

- Led a team of 5 interns to conduct an analytical review of audit documentation for a key client
- Fostered and maintained effective relationships with clients and colleagues
- Reviewed and reported on client accounts and operations daily using advanced Excel analysis
- Prepared financial statement reports and documentation for 50+ clients from diverse sectors
- Completed a 3-day professional training program: client management, negotiation and audit best practice

ADDITIONAL EXPERIENCE

Sales Representative Jun 2015 - Jan 2016
Market Guide, Sydney

- Promoted financial software that provided summaries and prediction of stock and forex markets
- Provided after sales support, guiding clients to improve utilisation and, value-upselling when appropriate

Hotel Site Team Leader Nov 2014 - Jun 2015
Macleay Hotel, Sydney CBD

- Trained and supervised over 30 staff members in customer service, operations, and safety procedures
- Collaborated to design and implement a new operating procedure, increasing productivity of the team
- Scheduled rosters considering peak periods and oversaw the payroll of 15 staff members
- Promoted to Site Supervisor after 4 months due to improved operations and high customer satisfaction

EXTRACURRICULAR INVOLVEMENT

Fundraising Team Officer Jun 2015 - Current
Arc, UNSW Sydney

- Co-organised 4 events with guest speakers raising awareness and funding for 'One Girl'
- Designed promotional material using InDesign, and marketed through targeted mail and social media
- Engaged the community with a total of 350 guest attendees and \$5,000 raised

Leadership Program

Mar 2016 - Current

UNSW Sydney

- Undertook training in leadership, promotion, and global-citizenship through a 4-day workshop
- Led tours of 20 new students around campus providing key information and answering queries
- Facilitated student transition into university and increased engagement
- Reached social media targets of 15,000 Facebook Likes (an 11% increase)

Professional Development Program

Jul 2015

UNSW Sydney

- Completed an intensive 3-day training course in business communication, customer service skills, networking skills and employer expectations in the Australian workplace

Language Exchange Program

Jul 2015 - Nov 2015

UNSW Sydney

- Met weekly with a diverse group of students; teaching Mandarin and learning Spanish
- Gained further insight into cultural differences and built networks

TECHNICAL SKILLS

- Microsoft Office suite – utilised Excel at KPMG to communicate data-analyses with team and clients
- SAP (Payroll Software) – trained in and utilised at Macleay Hotel
- MYOB (Accounting Software) – completed online training course

INTERESTS

- Piano – level 2, played for 10 years
- Spanish language – intermediate level

REFEREES

Joe Sharp

Auditor

KPMG, Shanghai Office

Jenny Price

Manager

UNSW Student Centre

Contact details available on request

This student is applying for a position seeking:

- Academic excellence
- Financial acumen
- Leadership, organisation, and communication skills

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
- 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)

Sarah Jones

M: 0414 123 456

E: s.jones@hotmail.com

L: linkedin.com/in/sarahjones

PROFILE

- Bachelor of Engineering (Civil) – final year at UNSW with a Distinction average
- Completed a 3-month industrial training program with BHP Billiton at multiple mining locations
- Conducted mining design using Auto-CAD at BHP and analyses using Mat-Lab in academic projects at UNSW
- Coordinated to deliver 5 events: organising, promoting, advising, and raising \$5K for CEVSOC and ARC
- Effective communication skills applied in sales and customer service roles at Eng-Supplies and Woolworths

EDUCATION

Bachelor of Engineering (Civil) 2014 - Expected Nov 2017
UNSW Sydney

- Achieved a High Distinction average for Civil subjects

Higher School Certificate 2013

Randwick High School

- ATAR: 96.10

RELEVANT EXPERIENCE

Engineer Intern, Summer Undergraduate Program Dec 2016 - Jan 2017
BHP Billiton

- Liaised with internal and external stakeholder to effectively cost an ongoing project of up to \$40K
- Re-organised scheduling and increased staffing of contractors; preventing a 2-month delay and \$50K loss
- Designed drilling equipment prototypes, analysed operational effectiveness, and produced summary reports
- Managed on-site safety with the OHS Officer, conducting safety briefings, and contained 3 incidents
- Exposed to the complete cycle from drilling, loading minerals, and transport off-site at Cadia-Ridgeway & CMT
- Developed positive relationships with colleagues on-site, gained insight into operations and company culture

Site Officer Team Leader Nov 2013 - Jun 2014
ABC Construction, Sydney CBD

- Liaised with a diverse range of internal and external stakeholders to ensure project met strict deadline
- Managed a team of 5 labourers to deliver projects on-time and within budget
- Trained 2 junior staff in WHS procedures and safe material handling
- Promoted to Site Leader within a 2-month period as a result of high performance

ADDITIONAL INVOLVEMENT

Customer Service Representative Jun 2014 - Present
Woolworths

- Reorganise inventory storage upon delivery, with 15 colleagues, and accurately record into stock-system
- Positively interact with customers at point-of-sale and in operations – assisting with queries and returns
- Adapt to needs, moving between customer service, inventory, and operations based on current priorities

Sales Representative Jun 2014 - Nov 2014
Eng-Supplies, Sydney

- Promoted computational fluid dynamic tools to potential clients
- Provided after-sales support and assistance improving understanding and usability of key features
- Utilised telephone sales pitching skills including value selling to maintain a strong sales record

EXTRACURRICULAR ACTIVITIES

Fundraising Team Leader Jun 2015 - Present
Civil & Environmental Engineering Student Society (CEVSOC), UNSW

- Organised and promoted 4 events with 200 guests and \$5K raised for professional development programs
- Collaborated with six-team members; booking venues; organising catering and guest speakers

Advisory and Engagement Volunteer (ARC, Yellow Shirts), UNSW Mar 2015 - Dec 2015
University of New South Wales

- Provided relevant information to new students regarding experiences, events, locations, and services
- Led tours around campus facilitating student transition through network building, support, and knowledge

PROFESSIONAL MEMBERSHIPS

Engineers Australia (Student Member)

Jun 2014 - Present

- Remain up-to-date with industry developments through monthly newsletters and attending professional development seminars.

TECHNICAL SKILLS

- Mat-Lab – received distinction for a statistics course and utilised at BHP
- AutoCAD – received High Distinction for 3 bridge designs completed in Semester 2, 2015
- Microsoft Office (Word, Excel, PowerPoint and Outlook) – completed online training for office use

REFEREES

James Smith
Site Manager
BHP Billiton

Shelley Lu
Shift Supervisor
Woolworths

Contact details available upon request.

To be considered for this role you will require the following:

- Completed a Civil Engineering Degree at university
- Ability to provide evidence of achieving excellent academic results
- Previous work experience
- Strong analytical and design skills
- Able to work effectively within a team environment
- Strong written and verbal communication skills
- Strong time management

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Julie Jackson

0414 123 123
jjackson@yahoo.com
linkedin.com/jjackson

CAREER PROFILE

- Bachelor of Engineering (Mining) student at the University of New South Wales
- Completed technical justifications for a proposed coal and mining system - an academic project
- Effective communication applied across 2 years in hospitality, retail, and community activities
- Capacity to build and foster supportive relationships developed as a Peer Mentor at Randwick Girls High School

EDUCATION

Bachelor of Engineering (Mining): UNSW 2017 - Expected 2020
Higher School Certificate: Randwick Girls' High School - ATAR 82.25 2016

RELEVANT PROJECTS

UNSW Automated Car Design Course Aug 2017 - Oct 2017

- Created a self-driving model car to complete a road-course against other teams (12 teams of 8 members)
- Conducted a needs analysis and formulated various design options to maximise performance
- Researched infrared signal detection and applied technology to read the speed limit signs and respond to road curves
- Developed the model prototype and made modifications after testing
- Placed 4th/12 (80% grade): the car drove quickly under the speed limit and safely stayed on the road in the final test

UNSW Underground Mining Systems Course Mar 2017 - July 2017

- Completed a comprehensive technical justification for proposed coal and mineral mining systems
- Provided a justified production rate, considering detailed technical, economic, environmental and OHS factors
- Wrote a 2,000-word report and presented findings to academic colleagues (high-credit grade)

EMPLOYMENT

Waitress: The Spot Café Mar 2017 - Current

- Provided effective customer service; remembering customer names and orders, and ensuring polite and fast service
- Build and maintained strong relationships with regular customers; increasing consumer loyalty and repeat business
- Collaborated with colleagues, sharing key responsibilities - product ordering, stocking, facility management, cleaning

VOLUNTEER EXPERIENCE

Fundraising Volunteer: St Vincent de Paul Society Mar 2016 - Jun 2017

- Organised donations, product displays and item pricing: volunteering one-day per week
- Collaborated with 4 team members completing sales, product stocking and disposal, store operations and cleaning
- Developed an improved process for donation sorting; significantly reducing the time and efficiency

Peer Mentor: Randwick Girls' High School Jan 2015 - Sept 2015

- Facilitated student transition to secondary school; hosted meetings, guided discussions, taught problem solving
- Built strong relationships with mentees; supporting with regular informal discussions of concerns and solutions

PROFESSIONAL SKILLS

- Fluent in French - Achieved Band 6 in HSC
- Introductory level in AutoCAD and MATLAB

INTERESTS

- Hockey: represented NSW in state tournament 2014, 2015, 2016, selected team captain for 2 final years
- Touch Football: selected to represent UNSW in first division for 2017 university championships

REFEREES

Lisa Barry
Lecturer - Mining, University of New South Wales

Janet Johnson
Supervisor, St Vincent de Paul Society

Contact details available upon request

To be considered for this role you will require the following:

- Be on a path to become a degree qualified mining engineer
- Have a background in underground mining
- Have highly developed communication skills

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CAREER PROFILE

- Final year Criminology and Development studies major from UNSW
- Criminal research, campaigning, and publishing experience conducted at Justice Action and BBA
- Effective communicator and relationship builder with 4 years in retail at Oxfam and sales at QR Electronics
- Organised UN Society events, participated in Mock conferences, and fundraised

EDUCATION

Qualification	Institution	Achievements	Year
• B. Arts (Criminology/Development)	UNSW	Distinction average in Criminology	2013 – Current
• Higher School Certificate	Sydney High	ATAR: 92	2012

EMPLOYMENT

Intern: Justice Action Mar 2015 – Current

- Researched and compiled reports for campaigns advocating mental health and prisoner's rights
- Consulted with Justice NSW lawyers to strategize approaches for the 'Free Mahmed Sejul' campaign
- Organised and managed community events for youth and local business groups with up to 50 attendees
- Composed media releases on deinstitutionalisation practices for mental health community members
- Published media releases on the Justice Action website to a readership of 1000
- Responded to prisoner case-letters, educating on the criminal justice system and providing encouragement
- Provided general assistance with administration, banking and finance

Sales Assistant: Oxfam, North Sydney Feb 2013 – Current

- Pro-actively served customers, maintained store appearance, and conducted store operating procedures
- Conducted inventory management, placing requests for low volume products and storing new arrivals
- Advertised advocacy cards for 'fight against poverty', whereby proceeds go to developing countries

Salesperson: QR Electronics Apr 2012 – Feb 2013

- Engaged with customers to provide products based on request or need and answer queries positively
- Built strong customer and staff relations facilitating a high rate of sales targets being met
- Provided on the job training and supervision for 3 new sales staff after 5 months

EXTRA CURRICULAR ACTIVITIES

Editor: Beyond Bars Alliance (BBA) Weekly Prison News Digest Mar 2015 – Current

- Researched global prison sentences focused on minorities overrepresented in the criminal justice system
- Provided weekly research summaries to authors and liaised to discuss the focus of the digest each month
- Reviewed articles for digest suitability and provided recommendations to improve or reasons for exclusion
- Summarised and formatted the information gathered to be distributed in the digest

Australian Institute of Criminology (AIC) Jun 2014 – Current

- Remain up-to-date with industry developments through monthly newsletters and attending seminars

UN Society Member Feb 2016 – Oct 2016

- Organised, promoted and ran event "Working for the UN" which attracted 150 students
- Actively and regularly participated in fundraising events to raise money for affiliated charities
- Participated in Mock UN conference competition, representing Brazil

LANGUAGES

Fluent in English and French

REFEREES

Tom Smith: Manager, Justice Action
Jane Doe: Supervisor, Oxfam

Contact details available upon request

Name Surname

0404 444 444 | NameSurname@gmail.com | Linkedin.com/au/NameSurname | Randwick 2052

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

- First year Bachelor of Psychology student at UNSW with a distinction average
- Strong customer service and counselling experience with 2 years' at JB Hi-Fi and Life-Line
- Effective relationship builder and collaborator, coordinating community events with St. Vincent's
- Analytical and problem-solving capacity applied through conducting scientific research at UNSW
- Produced mental health client reports at life-line, and psychology literature reviews at UNSW

EDUCATION (Positive grades / achievements)

Bachelor of Psychology University of New South Wales

Mar 2017 – Expected 2019

- Distinction average

Higher School Certificate School Name

2016

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

RELEVANT EXPERIENCE AND PROJECTS (Action verb + Task + Outcome/Purpose [quantifiable])

Suicide Prevention Officer Life-Line Counselling

May 2017 – Current

- Undertook mental health training and practiced guided consultations with supervisors
- Actively listened to client concerns with sensitivity and respect to build trust and rapport
- Provided over 50 distressed clients with support and advice to reduce risk behaviour
- Contacted health services to assist high-risk clients in need and wrote reports of events

Research Report: Social and health impact of Lock out Laws Psychology 1B, UNSW

Aug 2017 – Oct 2017

- Conducted a literature review assessing the social and health outcomes with lock-out-law policy
- Critically evaluated research methodology with 3 team members in brainstorming sessions
- Synthesised results, presented key findings, and outlined 7 recommendations (Distinction)

Social Experiment: Moral perception Psychology 1A, UNSW

Feb 2017 – May 2017

- Collaborated with 4 team members examining the effects of testosterone on decision making
- Designed and implemented an experiment, collecting data from 100 students across the university
- Analysed results conducting independent sample t-test analyses in SPSS
- Presented key findings and future research ideas in a 1500-word report to academic staff (Credit)

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 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)

Counselling techniques using Life-Line methodology

INTERESTS (Brief detail)

Soccer: 7 years' experience

Japanese: intermediate level

Photography: self-taught, nature and architecture focus

Investing: value-based trading

REFEREES (Name, organisation, position)

Tom Smith

Life-Line Senior Manager

Jane Johnston

JB-Hi-Fi Manager

Contact details supplied upon request

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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

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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
Japanese: intermediate level

Photography: self-taught, nature and architecture focus
Investing: value-based trading

REFEREES

(Name, organisation, position)

Tom Smith
Lecturer UNSW Chemistry

Jane Johnston
JB-Hi-Fi Manager

Contact details supplied upon request

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CAREER PROFILE

- Final year Exercise Physiology student with a Distinction average from UNSW and 4 clinical placements
- Conducted assessments and delivered programs with cardiac, natal, chronic-disease, & aged-care groups
- Registered personal trainer and completed first-aid and CPR certifications
- Strong communication and client-focus from 4 years' experience in retail and teaching

EDUCATION

Qualification	Institute	Grade	Year
○ Bachelor of Exercise Physiology	UNSW Sydney	Distinction Av.	Exp. Nov 2018
○ Certificate 3 and 4 in Fitness	Mark McGaw Institute of Sports Science	Certified	2017
○ Senior First-Aid & CPR Certificate	Medilife	Certified	2016
○ Higher School Certificate	Santa Maria College Strathfield, NSW	UAI: 94.65	2014

CLINICAL EXPERIENCE

Exercise Physiologist Trainee - Cardiac Rehabilitation Specialist Apr 17 – Current

Prince of Wales Hospital Clinical School

- Performed function testing examining client capacity and their development needs (20 clients total)
- Prescribed appropriate aerobic exercises taking all lifestyle and clinical factors into consideration
- Engaged with clients and instructed group weights classes – currently have 6 regular clients
- Delivered education on exercise, diet, and mental health and established commitment to realistic goals
- Positive feedback from 2 clients noting detail of program and personalized exercises matching specific requirements

Exercise Physiologist Trainee - Pre and Post Natal Feb 17 – Apr 17

Health Hub and Glowing Expectations

- Designed, implemented and led exercise circuits for small groups (4-8) of pregnant and post-natal women
- Tailored sessions to meet specific client requirements, such as post operative limitations and stage of pregnancy
- Provided safe techniques focusing on functional aerobic and resistance exercises to maintain their healthy life-style
- Built positive relationships with clients, fostering a collaborative network to help motivate and reach their goals

Exercise Physiologist Trainee – Chronic Disease Management Nov 16 – Jan 17

UNSW Medicine Lifestyle Clinic

- Collaborated with a multi-disciplinary health team assessing multiple health conditions of 30 clients
- Health conditions, included osteoporosis, osteoarthritis, type 2 diabetes, multiple sclerosis, stroke, and depression
- Designed individually tailored exercise programs facilitating the progression towards client development goals
- Instructed 1-1 sessions comprising of individualized resistance, flexibility, and balance exercise training programs
- Monitored client progress, sort feedback, and wrote comprehensive reports – summaries provided to the client

Exercise Physiologist Trainee – Aged Care Sept 16 – Nov 16

UnitingCare Centre for Healthy Aging, Lilyfield

- Designed individualised exercises and performed functional testing in a gym setting for clients over the age of 60
- 15 Clients presented with factors including osteoporosis, osteoarthritis, dementia, and high-falls risk
- Delivered musculoskeletal rehabilitation for post total hip and knee replacement clients
- Tailored communication style to suit audience and actively involved carers to increase health-plan adherence

ADDITIONAL EXPERIENCE

Sales Assistant Dec 2016 – Feb 2017

JB Hi-Fi

- 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 7 staff on store operations, ensuring consistency in service delivery
- 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 concerns
- Increased understanding through transforming challenging concepts into simplified examples
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- 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)

EXTRACURRICULAR ACTIVITIES

- Represented Santa Sabina College in netball, volleyball, debating and public speaking
- Social netball, gym exercise, and jog regularly
- Volunteer at the Hunters Hill Retirement Village since 2014 on an ad-hoc basis assisting the physical therapy program by accompanying and monitoring elderly residents in activities

ASSOCIATION MEMBERSHIPS

- Exercise and Sports Science Australia – Student Membership

REFEREES

Nathan Hall AEP
Manager of Uniting Care Centre for Healthy Aging
0444 444 444
Nathan.Hall@SydneyAgedCare.net.au

Dr Chris Maloney
UNSW Exercise Physiology Lecturer
9877 1234
c.maloney@unsw.edu.au

SUMMARY

- Bachelor of Science honours student at UNSW majoring in Biomolecular sciences
- Research thesis assessed the antibacterial properties of species of seaweed
- Conducted lab experiments detecting HIV and STI infection using DNA and fluid analyses
- Promoted biological science to 700 high-school students across multiple Sydney schools
- Effective communicator from 2 years' experience in customer service and teaching roles

EDUCATION

Bachelor of Science (Hons. Biomolecular) 2015 – Current
UNSW

- Honours thesis: Antimicrobial properties of seaweed

Higher School Certificate 2014
Sydney High School

- ATAR: 84

RESEARCH EXPERIENCE

Honours Thesis: Antimicrobial properties of seaweed 2018
UNSW

- Conducted a literature review on the antibacterial properties of seaweed and mediating factors
- Designed an experiment examining antimicrobial properties of 2 seaweed species and 2 bacteria
- Examined specimens using PCR and RAPD and analysed data using SAS
- Presented to faculty staff – salinity and higher temperatures reduced antibacterial properties
- Provided recommendations on keystone species to maximise regeneration with limited input
- Received a first-class honours and findings have been submitted for a conference presentation

Lab Experiment: Detecting HIV infection Nov 2016 – Feb 2017
UNSW

- Conducted DNA isolation to separate DNA from the rest of the cell structure
- Amplified the DNA using PCR to replicate the strand and increase the sample size
- Treated the sample with various chemicals to test the sample precision (HIV presence)
- Troubleshooted findings and reviewed processes to ensure accuracy in results
- Presented a lab report resulting in a distinction grade

Lab Experiment: STI detection in urine Aug 2017 – Nov 2017
UNSW

- Diluted urine sample into 3 concentrations and placed onto microscope slides for analyses
- Analysed STI levels by particles per volume by counting individual particles in each concentration
- Compared the 3 sample concentrations to determine accuracy across each sample
- Checked the concentrations against benchmark levels and diagnosed if infected/not/inconclusive
- Presented findings in a lab report resulting in a distinction grade

RELEVANT EXPERIENCE

Science Ambassador Jan 2016 – Nov 2017
UNSW

- Explained the various areas within a biological science degree to high-school students
- Engaged with students and led them on a campus tour to show the facilities of UNSW
- Visited 7 high-schools and attended 5 information evenings promoting careers in science

- Presented to 1st-year students during orientation week to facilitate their transition into university
- Co-wrote a press-release with ARC to promote the science activities during the orientation week
- Interviewed 5 Science Alumni on their careers and reported in the quarterly science newsletter

ADDITIONAL EXPERIENCE

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 client needs and designed tailored lesson plans addressing key areas of concern
- Clearly articulated challenging concepts into simpler dialogue and linked to personal interests
- Tested comprehension, provided constructive feedback and strategies furthering knowledge acquisition and application, and informed parents of progress
- Grew client base from 2 to 8 over a three-year period – 3 students band 6, 4 band 5 (HSC)

PROFESSIONAL SKILLS AND LICENSES

- Advanced in the Microsoft Office suite
- Analytics with SAS: anova, regression, chi-square, and t-tests
- Advanced PADI divers license with 200 hours logged experience
- Fluent in Spanish

INTERESTS

- Reef diving (2 years' experience), cycling (5 years' experience), languages (beginner Japanese)

REFERENCES

Associate Professor Example
(Honours Supervisor)
University of New South Wales
Sydney NSW 2052

Dr Smith (1st Year coordinator)
University of New South Wales
Sydney NSW 2052

Further contact details can be provided upon request

SUMMARY

- Bachelor of Science honours student at UNSW majoring in biology and environmental science
- Research thesis assessed the relationship between global warming and coral hybridization
- Conducted 2 field work experiments in soil degradation and air-pollution in regional NSW
- Promoted environmental science to 700 high-school students across multiple Sydney schools
- Effective communicator from 2 years' experience in customer service and teaching roles

EDUCATION

Bachelor of Science (Hons. Biology and Environmental Science) 2015 – Current
UNSW

- Honours thesis: hybridization of soft coral species as an adaption to warmer water temperatures

Higher School Certificate 2014
Sydney High School

- ATAR: 84

RESEARCH EXPERIENCE

Honours Thesis: Hybridization between two species of coral 2018
UNSW

- Conducted a literature review on causal factors of coral hybridization
- Designed an experiment examining the effects of increased water temperatures on hybridisation
- Collected specimens of 2 soft-coral species across 3 sites with varying water temperatures
- Examined specimens using PCR and RAPD and analysed data using SAS
- Presented to faculty staff – warmer temperatures increased both hybridisation and degeneration
- Provided recommendations on keystone species to maximise regeneration with limited input
- Received a first-class honours and findings have been submitted for a conference presentation

Field Experiment: Optimal cropping, watering, and land-use practices Nov 2016 – Feb 2017
UNSW

- Conducted a review of soil degradation and sustainable land management practices
- Collaborated with colleagues to collect soil samples at 2 locations in North-Western NSW
- Analysed samples and the environment to assess causes (e.g. salinity, erosion, contamination)
- Provided a comprehensive report of the findings, potential causes, and recommendations to academic colleagues (received a distinction grade)

Field Experiment: Air pollution (Longitudinal study) Aug 2017 – Nov 2017
UNSW

- Reviewed literature on rates of air-pollution and associated health impacts
- Measure concentrations of multiple factors including ozone, nitrogen, sulfur, and monoxide levels, and fine particles (PM10, 2.5) using spectroscopy, chemiluminescence, and TEOM techniques
- Added data to longitudinal database and analysed trends across the 5-year study period
- Presented a written report describing pollutant rates across time and the safety levels for various health conditions (received a distinction grade)

RELEVANT EXPERIENCE

Science Ambassador Jan 2016 – Nov 2017
UNSW

- Explained the various areas within an environmental science degree to high-school students

- Engaged with students and led them on a campus tour to show the facilities of UNSW
- Visited 7 high-schools and attended 5 information evenings promoting careers in science
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(Honours Supervisor)
University of New South Wales
Sydney NSW 2052

Dr Smith (1st Year coordinator)
University of New South Wales
Sydney NSW 2052

Further contact details can be provided upon request

PROFILE (synthesis of your resume highlighting the key things you have done – i.e. executive summary)

- Internship completed at Prince-of-Wales hospital focusing on cardiology, paediatrics, and oncology
- UNSW graduate with distinction average and 2 -years clinical placement at St. George hospital
- Researched the effects of (topic) at RPA hospital for an independent learning project
- Led the UNSW Medical Society for 1-year, organising 4 network and community engagement events
- Collaborated with allied health-professionals to support a mental health awareness campaign
- Medical teaching experience as a course tutor for 1-year, and 1-year experience in medical administration

EDUCATION

Bachelor of Medical Studies, Doctor of Medicine (BMedMD): WAM Distinction Average _____ year
High-School Certificate, School Name: ATAR_____ year

RELEVANT HOSPITAL INTERNSHIP EXPERIENCE (Optional - can include those relevant to training programs)

Cardiology | Prince of Wales Hospital _____ mon year – mon year

- What you did + what you achieved
- Use the formula **Active verb + Task + Outcome or Purpose** (& include quantitative data if it adds value)
- This formula is a guide to show you are achievement focused. Not every statement needs all components

Paediatrics | Prince of Wales Hospital _____ mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

Oncology | Prince of Wales Hospital _____ mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

Neurology | Prince of Wales Hospital _____ mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

UNSW CLINICAL EXPERIENCE (Optional - can include 5th & 6th year rotations to show relevant experience)

Cardiology | St. George Hospital _____ mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

Paediatrics | St. George Hospital _____ mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

Oncology | St. George Hospital _____ mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

MEDICAL TEACHING AND RESEARCH (Optional - research and teaching experience can show valuable skills)

Clinical and Procedural Skills Tutor | UNSW Medicine

mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

Independent Learning Project | UNSW Medicine and RPA Hospital

mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

LEADERSHIP AND COMMUNITY ENGAGEMENT (Optional – can include relevant and pro-social engagement)

Chair Medical Society | UNSW

mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

COMMUNITY MEDICAL ADMINISTRATION (Include industry relevant part-time work)

Medical Receptionist | Clinic Name

mon year – mon year

- What you did + what you achieved
- What you did + what you achieved
- What you did + what you achieved

PROFESSIONAL DEVELOPMENT

- Techniques and courses year
- Techniques and courses year
- Techniques and courses year

PROFESSIONAL SKILLS (examples of what you can include)

- Foreign language 1, Foreign language 2 (Intermediate)
- Clinical systems and/or hospital database tools
- Statistical-analysis techniques

PUBLICATIONS (Include conferences etc – thing from your ILP)

1. **Author.**, Author., & Author. (Year). Title: -----
----- Journal.

REFEREES

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
- 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)

PROFILE

- PhD candidate in management with 4 journal publications on leadership, decision-making, and health
- Collaborated with a multi-disciplinary health team to publish pertinent benchmarking study
- Presented at 4 conferences locally and internationally and placed 3rd in a 3 minute-thesis competition
- Lectured in leadership and ethics across 2 years to over 400 students, and facilitated workshops
- 3 years' in organisational development at Westpac and management consultancy at Edge-Consulting
- Developed and implemented a talent mentoring program for high-potential employees at Westpac
- Led the UNSW Consulting Society, organising 2 events in 1 year with 300 members in attendance

EDUCATION

Degree	University	Outcome	Years
○ PhD in Management	UNSW	3-Publications	2015 – 2018
○ Bachelor of Psychology (Honours)	UNSW	Distinction	2009 – 2012

TEACHING EXPERIENCE

Lecturer and Course Facilitator | UNSW Business School June 2017 – Current

- Lectured courses of 80-200 students on leadership and ethics in organisations
- Developed core course content, exam questions, and facilitated workshops to develop student capacity
- Graded assignments, provided comprehensive feedback, and responded promptly to queries
- Teacher satisfaction rating of 5.6/6 (93%); 50% response rate; higher than the Faculty average 5.2 (87%)

RESEARCH EXPERIENCE

Research Officer | UNSW Medicine Feb 2014 – Jan 2015

- Co-authored a publication comparing international web-based cancer treatment guidelines
- Consulted with medical stakeholders, ethics committees, facilitating a large health project across NSW
- Interviewed and administered questionnaires to cancer patients professionally and sensitively
- Collected confidential medical record data from 200 patients across 6 NSW hospitals with integrity
- Trained and supported 2 junior staff members in data collection and patient contact methods

PHD RESEARCH (Optional. Provide details to showcase skills – collaboration, analytics, project-management)

Publication 1: Are decisions altered by the order in which information is found?

Relevance to management: evaluating entire job-applications at once, or rating sections across each candidate

- Conducted a literature review on whether or not switching from information sources altered decisions
- Designed an experiment using an experience-sampling (gambling) paradigm and coded in Live-Code
- Recruited 88 participants for the study and collected data efficiently within a 2-week period
- Analysed data using multiple ANOVAs, T-tests, and Chi-Square in SPSS finding no effect of switching
- Found individuals who had partial information spent more-time searching rather than less

Publication 2: (Topic question) Consider simplifying the language for the appropriate audience

Overview of study to show relevance to job/industry

- Designed an experiment assessing ...**(topic)**
- Linked 4 industry and government databases together – obtaining governance and ethical approval
- Analysed the comprehensive database using logit and quantile regression analyses
- Found... **(result)**
- Published in the Journal of Management and presented at the International Management Conference

Publication 3: (Topic question) Consider simplifying the language for the appropriate audience

Overview of study to show relevance to job/industry

- Designed an experiment assessing ...**(topic)**
- Performed MANOVAs in SPSS finding an effect of ... **(result)**
- Developed a theoretical 2-phase hybrid-model to explain findings and synthesise the pre-existing literature

INDUSTRY EXPERIENCE (Optional – include if it adds value)

Management Consultant | Edge-Consulting

July 2013 – Feb 2015

- Consulted with HR partners in ASX top 100 companies to measure and develop leadership programs
- Analysed data: personality, leadership, customer ratings & employee feedback to inform directors
- Debriefed clients on their personality results and discussed how to use as strengths in their career

Organisational Development | Westpac

Jan 2012 – Jun 2013

- Developed a mentoring program and training materials for a high-potential talent program
- Connected with key department managers to source talent and discuss development needs
- Analysed data on leadership and engagement, produced reports for director strategic planning meetings
- Designed and conducted assessment centres to select talent for a transit office and engineering positions
- Administered, scored, and interpreted psychometric assessments, providing reports to hiring managers
- Reported assessment centre performance, indicating strength and development areas to hiring managers

LEADERSHIP & COMMUNITY ENGAGEMENT (Optional)

Chair, Management Society | UNSW

Mar 2012 – Feb 2013

- Led the UNSW Management Society to connect and foster professional networks and industry relations
- Organised 2 networking events, venue hire, and delivered targeted marketing, resulting in 300 attendees
- Consulted with key stakeholders from the faculty and alumni office to secure support and partnerships
- Engaged with successful alumni securing executive level keynote speakers from KPMG and Bain
- Connected 350 alumni to a LinkedIn group and created a succession planning model and training materials

PROFESSIONAL SKILLS (Technical skills and languages – provide details indicating competency)

- Statistics: R, SAS, SPSS, MATLAB; 5 Years' experience across 7 studies using MRA, ANOVA, Factor-Analyses
- Coding: Python, C++, Java
- Languages: English, Foreign language 1, Foreign language 2 (Intermediate)
- PC2 Laboratory training; WHS training completed

FUNDING & AWARDS (Optional)

- | | |
|--|-------------|
| ○ RTP and UPA PhD Scholarship – \$131,000 across 3.5 years | 2015 – 2018 |
| ○ 3 rd Prize 3-minute thesis – \$500 | 2017 |
| ○ PRSS conference travel top-up – \$1000 | 2017 |

PUBLICATIONS

Journal articles

1. **Author.**, Author., & Author. (Year). Title:
..... Journal.
2. Author., **Author.**, & Author. (Year). Title:
..... Journal.
3. **Author.**, Author., & Author. (Year). Title:
..... Journal.
4. **Author.**, Author., & Author. (Year). Title:
..... Journal.

Conference output (posters and abstracts)

5. **Author.**, Author., & Author. (Year). Title:
..... Journal.
6. **Author.**, Author., & Author. (Year). Title:
..... Journal.
7. **Author.**, Author., & Author. (Year). Title:
..... Journal.
8. **Author.**, Author., & Author. (Year). Title:
..... Journal.

REFEREES (Optional section)

Professor Name Surname, University.

Professor Name Surname, University.

Contact details upon request

SUMMARY

- 3 years' in organisational development at Westpac and management consultancy at Edge-Consulting
- Developed and implemented a talent mentoring program for high-potential employees at Westpac
- Lectured in leadership and ethics across 2 years to over 400 students, and facilitated workshops
- Led the UNSW Consulting Society, organising 2 events in 1 year with 300 members in attendance
- PhD candidate in management with 4 journal publications on leadership, decision-making, and health
- Collaborated with a multi-disciplinary health team to publish pertinent benchmarking study
- Presented at 4 conferences locally and internationally and placed 3rd in a 3 minute-thesis competition

HR EXPERIENCE (Industry relevant experience to target the selection criteria)

Management Consultant | Edge-Consulting

July 2013 – Feb 2015

- Consulted with HR partners in ASX top 100 companies to measure and develop leadership programs
- Analysed data: personality, leadership, customer ratings & employee feedback to inform directors
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LECTURING AND WORKSHOP FACILITATION (Phrase your experiences using industry language)

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June 2017 – Current

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LEADERSHIP (Optional. Choose appropriate title for community engagement activities)

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Mar 2017 – Feb 2018

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- Designed an experiment assessing ... [\(topic\)](#)
- Performed MANOVAs in SPSS finding an effect of ... [\(result\)](#)
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----- Journal.
7. **Author.**, Author., & Author. (Year). Title: -----
----- Journal.
8. **Author.**, Author., & Author. (Year). Title: -----
----- Journal.

REFEREES (Optional)

Name Surname, Title, Organisation.	Professor Name Surname, University.	Contact details upon request
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