**Name**

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# 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

可以套公式：With experience in .. 加上 Current degree in .. 加上Ambition to / Seeking to接着I bring to this role...(Value add to role)基本就说清楚了

eg.With two years experience working with young people and being in my final year of a Bachelor of Social Work, I am seeking a graduate role where I can bring my expertise in community organisation and case-management to support young people to thrive in their day to day lives

# KEY 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

# PROFESSIONAL EXPERIENCE (list current job first)

**Job title**  **Dates**

Company, City

**Job title Dates**

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.

# PROJECTS

**Title of Project** **Dates**

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 |

# EDUCATION

**Master of**  **Dates**

University, City

*Special interest in: can add gpa by dot point*

**Bachelor of**  **Dates**

University, City

*Key learning areas included:*

# 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*

# REFERENCE

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.*

*Checklist：*

**一、排版与格式**

* 使用 Times New Roman 或 Arial（不建议 serif），字号：标题 12–14，正文 10–12。
* 全文格式统一：行距、边距、对齐方式一致。
* 页数控制：1页最佳，不超过2页。
* 时间格式：Jan 2024（斜体更专业）。
* 不要放头像或与工作无关的装饰元素。
* 使用 Canva/Word 简历模板时，避免花哨，保持简洁。
* Skill放前面，bullet point形式，技能部分可以加入软件工具（如 Tableau, Power BI, SQL, SPSS）。
* project放skill后面
* 若有证书/奖项，建议写在 Education 下或单独加一栏。
* 根据澳洲 HR 阅读习惯，信息尽量左对齐、段首放关键信息。

**二、内容与表达**

* summary改成Career Objective 简洁有力：去掉空泛词汇（如 motivated, hardworking），突出技能与成果。
* 地区尽量不要海外，放英文名
* 语言水平写法：English – Fluent，避免 Professional in English。
* 教育经历按 倒序排列，先写最高学历。
* GPA 低于 2.9 建议不写。
* 拼写符合澳洲/英式标准：analyse, visualise, utilise（避免美式写法 analyze, visualize）。
* 动词多样化：不要总是 responsible for, participated in，用过去式动词开头 developed, implemented, analysed 等。
* Work Experience 要提到相关行业，不过分general，要量化成果：用数据支撑（例：improved system efficiency by 20%，或者如果提到用database，多大的size？尽量多数字）
* 尽量用 STAR 法则（Situation, Task, Action, Result）。
* 不要写 “提升了某某能力”，要写出具体产出。这种套话hr不是特别关系 更关系你做出了什么
* 写成果的时候适当用数字量化，如果某些数据很关键，也可以加粗，避免用 较多 显著 大幅这种模糊词
* 自我评价可以不写，除非网申要求
* Skills 部分突出与岗位相关的技术/工具，避免写过多泛用技能。如果有科研或者论文也可以写
* 可以highlight关键词

**三、投递与匹配**

* 简历必须针对岗位 逐岗优化，避免一份简历投所有岗位。
* 关键词（JD 中的技能/经验要求）要突出在简历前半部分。
* 确保内容能通过 ATS 系统：用规范格式，避免过多图表/特殊符号。
* 提前准备一个 通用模板，再逐岗修改。

**四、Cover Letter**

* 很重要 大公司有些不看 中小公司多的看
* Cover Letter 精炼，一页以内。
* 不要复制粘贴，需要针对公司和职位定制。、
* 突出与岗位最相关的技能和经验。
* 保持语法正确，避免错别字。
* 结构清晰：开头说明职位来源 + 中间突出匹配度 + 结尾表明兴趣和可面试时间。

**五、附加建议**

* 增加澳洲本地经验：兼职、志愿者、实习、customer service 等。
* 简历投递渠道：主要是 LinkedIn, Seek, Indeed。