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Work rights? Languages? LinkedIn?

PROFILE/SUMMARY

Or Career Objective: Only include if there is a clear passion or reason for application

- A snapshot of the most relevant aspects of your skills and experience
- Highly targeted to the position/organisation
- Be specific rather than general e.g. not 'written communication skills' but 'research or lab reports' - you can include the context or experience in which skills developed
- Include any strong accomplishments of relevance
- Clearly state 3-5 unique selling points that are relevant for the job

EDUCATION

Tertiary

Dates (from – to)

Tertiary courses in reverse date order

Course/qualification

The University of Melbourne

- Include some detail (relevant) – not just course title
- Examples – stream and/or core subjects, skills and knowledge areas, assignments/projects (Engineering students should include their final-year project)
- Summary of results if strong, awards, scholarships
- Post graduate study should be listed under the relevant qualification. You should format your course work or research to be like the rest of your resume and use the dot points to describe the research and techniques you used.
- Internships (more detail in RELEVANT EXPERIENCE), exchange

Secondary

Dates (from – to)

Secondary qualification (Optional for graduate students)

Education Institution

- Only include further detail here if relevant or 'special' – perhaps an international educational experience, relevant leadership role or outstanding results eg Dux

TECHNICAL SKILLS

Include Tech Skills after Education if strong and relevant to role

- Microsoft Office (Word, Excel, PowerPoint and Outlook) - Advanced
- Matlab – Intermediate

RELEVANT EXPERIENCE OR RELEVANT PROJECT WORK

Dates (from – to)

In reverse order

Position/Role

Organisation

If professional experience is limited, suggest including 'Relevant Project Work'

E.g. group assignments, research projects, case studies etc...

Summary statement giving overview of role (if not self-evident) and organisation (if not well known)

- List key tasks emphasising those of most relevance
- Describe the key tasks associated with your role using action verbs and quantifying your achievements where possible:
The formula for achievement statements =
VERB + KEYWORDS + QUANTITATIVE INFO (NUMBERS)
For Example: **“Applied organisational and time management skills to resolve construction delay problems which prevented a 2 month delay”**
- Include outcomes where you can – measurable where possible (*how do you know you were effective?*)
- Include paid and unpaid experience (volunteer role, internships)

OTHER EMPLOYMENT

Dates (from – to)

In reverse order

Position

Organisation

- As above – though briefer
- Highlight transferrable skills relevant to the position (using formula above)
- Not everything has to be included, particularly beyond 10 years or where there is no relevance
- Can group similar roles e.g. part-time work while studying

VOLUNTEER & EXTRA-CURRICULAR ACTIVITY

Dates (from – to)

In reverse order

Role

Organisation

- Include relevant clubs and societies e.g. Engineering Student Society, Earth Sciences Students Society
- Use consistent layout to employment and highlight relevant activities and skills
- If many types of involvement, cluster using subheadings e.g. Community, Sport, Committees...

PROFESSIONAL MEMBERSHIPS & DEVELOPMENT

Dates/Year

- Include memberships of professional associations including student-run professional groups. For Example “Engineers Australia”
- Did you take on any responsibilities within a student group or association?
- Also any conferences or professional development/training undertaken with professional entities or elsewhere

REFEREES

If referees not requested, you may choose to indicate 'Referees available on request'

- Name, relationship to you, their role and where they work, phone and contact numbers - suggest including 2-3 referees
- Ideally people who have seen you work, although could be academic staff if relevant to your future field of work