



# Resume / C.V. Guide with Examples

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## Overview

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### *Purpose of resumes?*

A resume is one job application document seeking to answer the question:

*“why are you the most suitable candidate for this position in our company?”*

*The resume summarises various experiences, skills, knowledge, and achievements to present one’s suitability for a position. Resumes also show one’s professionalism and personal brand. Specifically, an impression is formed of candidates’ written communication, ability to format and present information clearly, attention to detail, and motivation.*

### **What is the difference between a resume and C.V.?**

*Historically, resumes are shorter documents than curriculum vitae’s (C.V.). This distinction is no longer relevant, and now the term resume and C.V. are used interchangeably.*

### *How should I approach resume writing?*

- *Have an up-to-date resume prepared in advance to quickly capitalise on unexpected opportunities*
- *Spend a lot of time developing, reviewing, seeking feedback, and modifying your resume*
- *Tailor each resume for the specific position in the specific organisation*
- *If you are applying for international opportunities, access [Going Global](#) from the Careers website*

### **Specific structure and content checklist**

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*Resumes are commonly 2 pages in length, but some companies may specify a shorter length (“submit a 1-page resume”). Experienced individuals with extensive experience or research output (e.g. PhD) can use 3 pages.*

*Resumes have tailored content that generally follow a standard format. The most relevant information appears closer to the front of the resume. The formatting and design layout can be personalised, however, if you decide to deviate from the general formatting standard, ensure it is appropriate for the role in which you are applying and, is not at the cost of key content – you want to stand out for the right reasons. For example, it may be more acceptable for a graphic design resume to have more design features and colour than an investment banking resume.*

The standard order of content in resumes is as follows: contact details, career profile, education, followed by relevant experiences (e.g. employment and volunteer experience). We can include additional optional content if it further bolsters our application (e.g. awards, memberships). Last, referees signal the end of the resume.

### Contact details

- Your name is the heading. Do not write "Resume" or "CV"
- Only use your first name and last name
- International students can use their preferred name (passport names aren't required)
- Do not include your date of birth, gender, photo, or marital status
- Include a phone number and professional email address that has your name
- Include a customize LinkedIn URL – hyperlink it for ease of access for recruiters

### Career profile / summary

- 3-5 key summary points about your experience and skills that are tailored to the position
- Complete this section last as it is a summary of key content from the rest of your resume

### Education

- List your qualifications in order of most recent – include the month and year of (expected) completion
- You can include any notable grades and scholarships received
- You can include brief details of relevant research, course-work projects, thesis titles
  - If you include a complex thesis title, consider simplifying so that the reader will understand

### Experiences

- List appropriate titles of headings and order them in terms of relevance
  - E.g. Relevant experience, relevant projects, additional experience, volunteer/extra-curricular
- List the most recent experiences first with each section
- Remove experiences that don't add value and are quite old (e.g. evaluate those >5 years old)
- Use achievement statements when writing the content for all your experiences (see below)

#### Experience titles

You can choose the title of sections to best suit how you want information presented. For example, someone who is currently working in retail but had an industry relevant internship last summer may want to structure the headings so that the internship appears above the retail role. The internship could be listed under the heading 'relevant experience' and the retail position listed under a heading called 'additional experience'. If only the heading 'employment' was used, then the retail role would appear above the internship.



### Relevant projects

If you feel like there is not enough relevant experience to include on your resume, then consider including university projects (e.g. assignments) that utilise the relevant skills and content knowledge of the role in which you are applying. For example, conducting literature reviews, designing tests/prototypes, collecting data, analysing data using certain software, writing reports, and presenting findings are some skills you may have utilised to complete projects related to the position.

### Achievement statements

Are one sentence statements demonstrating what you did and achieved. Try to utilise the following formula

**Action verb + task + outcome/purpose (quantifiable if it adds value)**

Many candidates only list what they did (task; e.g. "Served customers"). This can be improved by showing also what we achieved (outcome). Sometimes our achievements are not always clear or can be hard to measure. In these cases, it can be beneficial to indicate the intention (purpose). However, not every statement needs to include an outcome or purpose (i.e. don't force an outcome or purpose if it doesn't flow).

### Position title

#### Organisation Name

Month Year – Month Year

- **Engaged** with customers and provided products to meet their needs resulting in a high-rate of sales
- **Trained** 5 new-staff on store operations to ensure consistency in quality of service delivery
- **Implemented** the point of sales platform and conducted inventory management

Commencing with an active verb is effective for a few reasons. First, active verbs often quickly show the reader a specific skill that was utilised (i.e. engaged = interpersonal skills; trained = leadership skills). In addition, active-verbs show motivation by suggesting one wants and/or enjoys completing the task, rather than doing it only because it is part of their job description (e.g. "Responsible for serving customers").

Including quantifiable information can further add value to the statement by making it more specific and measured. However, you should only include quantifiable information if it adds value to the statement.

### Writing clearly and with the appropriate tone

As there is often a short short-time spent reviewing resumes, you must sell yourself at a glance. You will be perceived more favourably if you can articulate your suitability quickly and with ease to the reader. Therefore, include relevant information in a concise format.

Below is an example of redundant writing making the previous sentences unnecessarily long:

- Demonstrated leadership through training 5 new-staff on store operations to ensure consistency in quality of service delivery

Below is an example of writing with a negative tone that indicates you might not be positive to work with:

- Dealt with customer issues and complaints



## **Additional sections (optional)**

### **Awards**

- General or community awards listed
  - Include academic awards in the Education section
  - Include employment awards go in the Employment section

### **Professional memberships**

- Clearly explain your level of level of involvement

### **Professional development activities**

- State relevant programs and conferences attended in recent years

### **Professional skills (or technical skills and languages)**

- Include if specified in the job ad or if the skills are relevant

### **Interests (optional)**

- Brief information on some personal interests only if the interests can add value to your application – e.g. through the interests aligning with the position; and/or to add some personalisation to the resume

### **Publications (for those with research output apply for roles that value research)**

- Include publication list (journals, conferences, abstracts, posters)

## **Referees**

This section often indicates the end of your resume. Depending on space limitations and your current situation, you have a few different options as to what to provide:

1. "Available upon request"; or
  2. Provide Name, position, organisation, with "Contact details available upon request"; or
  3. Provide Name, position, organisation, phone and email
- Ensure you have sought permission from your referees
  - One international referee can be used. But a local referee should also be provided



## Overall formatting checklist

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### Tailored

- The resume is tailored specifically to address the role's selection criteria

### Presentation and layout

- Professionally formatted (Fonts, dates, and titles are formatted consistently throughout)
- Headings and sub-headings clearly stand out (e.g. use **bold** and CAPITALS)
- Easy to read font (e.g. Arial, Cambria, Calibri – size between 10 to 11)
- Dates are on the right side and formatted by month and year (e.g. Mar 2019 – Oct 2019)
- Footer is included (e.g. Name Surname, page 2)
- Concise bullet points are used throughout (note. keeping one sentence per line is easier to read)

### Structure

- The most relevant sections to the role appear first
- The most recent information has been placed first within each section

### Language

- Summary statements used for profile section. Achievement statements used for experiences
- Key words and phrases relevant to the role, organisation, and industry are used
- Spelling, punctuation, and grammar has been checked (1 error reduces interview shortlisting by 70%)
- Past tense used for experiences in the past. Either past or present tense used for current activities
- The tone shows you are motivated and positive

### Additional Support

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- Register for the workshop *Effective Resume and cover letter*
- Make an appointment with *Careers and Employment* to discuss your resume
- Consider taking the course: [CDEV1112 Creating Your Career: Employability for the Future](#)



**ACHIEVEMENT STATEMENT = ACTIVE VERB + KEYWORD + QUANTITATIVE INFORMATION**

<b>COMMUNICATION</b>	<b>CREATIVE</b>	<b>HELPING</b>	<b>LEADERSHIP</b>	<b>ORGANISING</b>	<b>FINANCIAL</b>	<b>RESEARCH</b>	<b>TEACHING</b>
Advertised	Acted	Adapted	Administered	Arranged	Administered	Analysed	Adapted
Arranged	Adapted	Advocated	Attained	Catalogued	Adjusted	Clarified	Advised
Articulated	Began	Aided	Consolidated	Categorized	Allocated	Collected	Assisted
Collaborated	Combined	Answered	Converted	Classified	Analysed	Compared	Clarified
Communicated	Composed	Arranged	Coordinated	Collected	Appraised	Conducted	Coached
Consulted	Conceptualised	Assessed	Decided	Compiled	Assessed	Critiqued	Communicated
Contacted	Condensed	Assisted	Delegated	Corresponded	Audited	Detected	Conducted
Convinced	Created	Clarified	Developed	Distributed	Balanced	Determined	Coordinated
Developed	Customised	Coached	Directed	Executed	Budgeted	Diagnosed	Critiqued
Directed	Designed	Collaborated	Enhanced	Generated	Calculated	Evaluated	Developed
Discussed	Developed	Contributed	Established	Incorporated	Computed	Examined	Enabled
Elicited	Directed	Cooperated	Generated	Inspected	Conserved	Experimented	Encouraged
Formulated	Displayed	Counselled	Improved	Maintained	Corrected	Explored	Evaluated
Incorporated	Established	Demonstrated	Incorporated	Monitored	Determined	Extracted	Explained
Influenced	Fashioned	Educated	Increased	Obtained	Developed	Formulated	Facilitated
Interpreted	Formulated	Encouraged	Initiated	Operated	Estimated	Gathered	Focused
Involved	Founded	Ensured	Instituted	Ordered	Forecasted	Inspected	Guided
Marketed	Illustrated	Expedited	Led	Organised	Managed	Interviewed	Individualised
Mediated	Initiated	Facilitated	Managed	Prepared	Marketed	Invented	Informed
Negotiated	Instituted	Guided	Merged	Processed	Measured	Investigated	Instilled
Participated	Integrated	Helped	Motivated	Provided	Netted	Located	Instructed
Persuaded	Introduced	Insured	Organised	Purchased	Planned	Measured	Motivated
Promoted	Invented	Intervened	Planned	Recorded	Prepared	Organised	Oversaw
Proposed	Modelled	Motivated	Prioritised	Registered	Programmed	Researched	Presented
Publicised	Modified	Prevented	Produced	Responded	Projected	Reviewed	Persuaded
Reinforced	Originated	Provided	Restored	Reviewed	Qualified	Searched	Simulated
Resolved	Performed	Represented	Reviewed	Scheduled	Reconciled	Solved	Stimulated
Spoke	Planned	Resolved	Scheduled	Submitted	Reduced	Summarised	Supervised
Suggested	Revised	Simplified	Secured	Supplied	Researched	Surveyed	Tested
Summarised	Revitalised	Supplied	Selected	Standardised	Retrieved	Systematised	Trained
Synthesised	Shaped	Supported	Streamlined	Systematised	Validated	Tested	Transmitted
Wrote	Solved	Volunteered	Strengthened	Updated	Verified	Validated	Tutored

**KEYWORDS**

Communication      Team Working      Interpersonal Skills      Problem Solving      Analytical Skills      Planning/Organising      Customer Service      Initiative

**QUANTITATIVE INFORMATION**

%                      Statistics                      \$                      Names                      Numbers

# Jie Li

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

## CAREER PROFILE

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- 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

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**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

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**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

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**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

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**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

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- 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

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

## REFEREES

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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

### 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)

# Julie Jackson

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

## CAREER PROFILE

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- 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

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

## RELEVANT PROJECTS

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**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 4<sup>th</sup>/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

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**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

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**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

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

## INTERESTS

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- 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

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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

**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)

## 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)

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- 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)

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### **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])

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### **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)

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

Counselling techniques using Life-Line methodology

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## **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

Life-Line Senior Manager

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)

## 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 findings 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  
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

### 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
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- 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)

**CAREER PROFILE**

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- 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**

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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
- 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)

## **EXTRACURRICULAR ACTIVITIES**

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- 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**

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- 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

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- 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 1<sup>st</sup>-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

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- 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

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**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)

## REVALANT 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
- Presented to 1<sup>st</sup>-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

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## 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

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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

**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 5<sup>th</sup> & 6<sup>th</sup> 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)

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- 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)
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- 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)

# Name Surname

## Academic focused Resume Example

Use as a guide ensuring you tailor your applications to specific roles with your unique experience & skills

name.surname@unsw.edu.au  
linkedin.com/in/name.surname  
researchgate.net/profile/name.surname  
0414 123 456

## 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 3<sup>rd</sup> 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)

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

**PUBLICATIONS**

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*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)

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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 3<sup>rd</sup> 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
- Debriefed clients on their personality results and discussed how to use as strengths in their career

**Organisational Development Officer | 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

**LECTURING AND WORKSHOP FACILITATION** (Phrase your experiences using industry language)

**Lecturer and Course Facilitator | UNSW Business School**

June 2017 – Current

- Lectured courses and 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 CONSULTATION** (Phrase your experiences using industry language)

**Research Officer | UNSW Medicine**

Feb 2015 – Jan 2016

- 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

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

**Chair, Management Society | UNSW**

Mar 2017 – Feb 2018

- 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)

## EDUCATION

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Degree	University	Outcome	Years
○ PhD in Management	UNSW	3-Publications	2015 – 2018
○ Bachelor of Psychology (Honours)	UNSW	Distinction	2008 – 2011

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

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

*Relevance to recruitment: 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

## FUNDING & AWARDS (Optional)

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

## PUBLICATIONS (Optional)

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### 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)

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