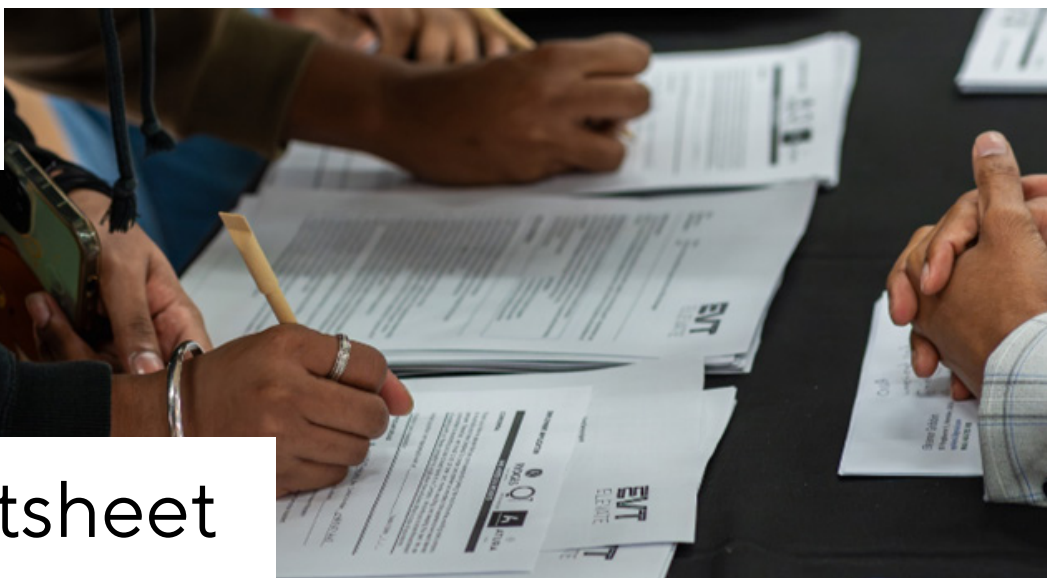




Résumé Factsheet

What is a résumé?

- A résumé or CV is a tool used to market your education, skills and experience to potential employers for a job.
- It is to provide a 'snapshot' of your relevant abilities to gain an interview.
- Your résumé is tailored to the job you are applying for every time.

How should I structure my résumé?

- Choose a résumé format or template with a clear structure and easy to follow.
- The following headings are a good place to start.
- You can then upload your résumé to **CV360** for instant feedback [uwa.careercentre.me/cv360].



Keep it simple - less is best

- 2 pages is ideal.
- Clear and neat presentation.
- Consistent formatting, font, and font size – (e.g., Calibri 11 or 12pt).
- Use bold for headings.
- Avoid italics and underlining. They make the document look messy.

How should I discuss my experience?

- List experience in reverse chronological order (most recent experience first).
- Use dot points.
- Write in third person.
- Highlight your key technical or transferable skills (e.g. communication, interpersonal, organisation, and teamwork skills) demonstrated in that position and any achievements whilst in that role.
- Begin sentences with strong **action verbs** such as 'Delivered', 'Supervised', 'Initiated', 'Managed', 'Developed', 'Collaborated'. These verbs demonstrate your active involvement in the role.
- Use effective impact statements such as: "Provided high level administrative support to team leaders" and "Delivered excellent customer service at all times".
- You do not have to include every experience – the most relevant and up to date experience is enough.
- Where possible, use quantitative information to create impact (e.g., "worked in a team of 10", or "achieved a 10% increase in...").

Professionalism

- Do not include photos.
- Do not include emojis or other informal 'TXT' talk.
- Use a professional email address.
- Ensure your phone voicemail is turned on and you have a professional message.
- Ensure your LinkedIn profile is up-to-date.

What else can I leave out?

- DOB or age.
- Marital status or gender.
- Religion.
- Health status/medical conditions.
- Nationality (although, if the position is subject to visa regulations, make it clear you have working rights).

Allie Smith

M: 0400 123 123 E: alliesmith@nowemploymed.com L: <https://www.linkedin.com/in/alliesmith/>

PROFILE (or SUMMARY / OBJECTIVE)

Graduating Bachelor Media and Communications student passionate about creativity and developing innovative methods of communicating and connecting with audiences. Possesses high level communication and customer service skills. Proven organisation and problem-solving skills demonstrated through experience in administration support.

EDUCATION

Bachelor of Media and Communication	2021 - Present
The University of Western Australia	
Due to complete course in November 2024	
<i>You could add your WAM!</i>	

RELEVANT EMPLOYMENT

You can move headings to ensure the most relevant and impressive information appears first. Begin your dot points with an active verb where possible. CV360 will assist in building your understanding and ability to create strong dynamic dot points: [uwa.carecentre.me/cv360]

Administrative Assistant

- Sequel Communications, Perth
- Jun 2023 - Present
- Developing a working understanding of procedures for managing media enquiries.
 - Attending and participating in media liaison at several corporate events due to skills in stakeholder engagement.
 - Supporting staff regularly with general office procedures including use of Microsoft Office suite and several desktop publishing programs including Canva and Adobe.

INTERNSHIP

Work Placement Student

- BBS Public Relations, Perth
- Feb 2022 - Jun 2022
- Provided administrative support as requested on a variety of projects using Microsoft Office software, in particular PowerPoint, Excel and Word, demonstrating strong ability to learn on the job and attention to detail skills.
 - Assisted with the coordination of the annual Women in Business networking breakfast, using Excel spreadsheet skills.
 - Collated content using desktop publishing skills (i.e. Canva, Adobe, etc.) to present to editorial team to produce a timely document for employee newsletter.

ADDITIONAL EMPLOYMENT

Customer Service

- IGA, Perth
- Nov 2021 - May 2023
- Promoted to team leader after 12 months due to commitment to quality customer service.
 - Demonstrated high level of accuracy and attention to detail during transactions with customers, staff, and delivery teams.

- Provided excellent customer service demonstrating high level communication and organisational skills.

EXTRACURRICULAR ACTIVITIES

- | Mentee | Apr 2022 - Oct 2022 |
|--|---------------------|
| UWA Career Mentor Link | |
| <ul style="list-style-type: none">Participated in regular work observations and shadowing of employees in the areas of PR, advertising, media and communications design.Attended fortnightly committee meetings with mentor for a project to redesign a marketing campaign for a local not-for-profit organisation gaining valuable insight into the process and protocol of an established agency. | |

VOLUNTEERING

- | Cottesloe Lifeguard | January 2020 - Present |
|--|------------------------|
| <ul style="list-style-type: none">Working in collaboration with a team of 10, sharing ideas and information to ensure safety of beach goers.Participating in occupational health and safety development to better respond to changing environments. | |

SKILLS

*Try to include a variety of transferable and technical skills relevant to the position you are applying for. A good formula: **Adjective + Skill + Value + Example**. Limit the list to the most relevant.*

- Excellent communication and interpersonal skills which have resulted in positive relationships with colleagues and customers.
- Capable team player, able to collaborate effectively with diverse groups to achieve shared goals.
- Strong leadership skills to motivate and inspire others to establish and pursue team objectives.
- Proficient organisational skills with the ability to manage tasks to ensure deadlines are met.
- Equipped with fundamental knowledge and skills to analyse and produce engaging media content.
- Computer:** Windows and Mac, Microsoft Word, Excel and PowerPoint, Adobe Creative Cloud, Canva.
- Media:** Facebook, Bluesky, Instagram, and Pinterest.
- Languages:** Proficient in English and French.

REFEREES

Always have at least two PROFESSIONAL referees. You can select if you provide the contact details or not.

- | | | |
|------------------------|-----------------------|----------------------------|
| Jane Body | Jane Body | Available on request |
| Communications Manager | Communications Manger | |
| 0400 123124 | OR | Contact details on request |
| jbody@sequacom.com | OR | OR |

Optional Headers

- Projects
- Certificates & Training
- Leadership
- Membership
- Publications