



Résumé Factsheet

A résumé is a snapshot of your education, experience, skills and achievements that demonstrate you have what it takes to be effective in a position with a specific employer. They may be sent in response to a job advertisement or sent directly to an employer to provide them with some professional background information.

Short, consistent and well-presented

You should aim for your résumé to be two pages long. If it's longer than two pages it may contain irrelevant information and be discarded. To ensure your résumé is formatted and presented well, use UWA VMock – a résumé-checking software platform which provides you with résumé templates and a framework to develop a professional-looking résumé. Once you have an good-looking template and understand how important the way your résumé looks, you can start to add content.

Well-researched, engaging and relevant

It is important that you tailor your résumé to each position that you apply for. This keeps the document engaging and shows that you are using a targeted job search rather than sending a generic résumé to numerous employers. Make sure you research the role and company you are applying to before writing your résumé. Researching the company will also give you a better understanding of how to design the layout of your résumé .

Create strong dot points

To engage the reader and to get your resume through application tracking software, your dot points **must** be tailored to the job description.

These need to be considered and may be changed with each job application. The dot point needs to demonstrate your skills using the evidence formula of Action verb – Task – Outcome or Skill – Task – Outcome. Do not just list tasks.

Layout: Education, skills or experience first?

The format of your résumé depends on the position you are applying for, the company values and your previous experience and education. If you are a graduate with little or no relevant experience it may be beneficial to have a skills section following your education, at the top of your résumé. This section will help sell your transferable skills such as those relating to communication, teamwork and leadership.

Graduates with more experience may want to include the skills section on the second page to summarise the technical and transferable skills they have gained. Mature-age students who have extensive experience in the workplace may choose not to have a skills section. There are no rules, so be reflective.

What headings can I include in my résumé?

Résumés typically include at least the following headings:

- Personal details – your name, email and contact number
- A personal profile
- Your education history
- Your work experience – including voluntary work
- Skills
- Referees

Sample resume

Allie Smith

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

PROFILE (include if sending resume only, optional if sending your resume with a cover letter)

A graduating media and communications student passionate about creativity and developing innovative methods of communicating and connecting with audiences. I possess superior communication and customer service skills and proven leadership and problem solving ability.

EDUCATION

Bachelor of Arts (Communication Studies)

The University of Western Australia

Due to complete course in November 2020

You could add your GPA or WAM or add a brief description of course relevance

February 2018 - Present

RELEVANT EXPERIENCE

Where you place headings such as work experience, volunteering and skills are up to you. For some applications your skills or volunteering/internships may appear first, for other job applications you may list your relevant experience first.

Administrative Assistant

Sequel Communications, Perth

Your dot points must be structured using a skill task approach. Umock will assist in building your

understanding and ability to create strong dynamic dot points: www.umock.com/uwa

- Utilise creativity and collaboration with the team when working on story development and planning process for several complex advertising campaigns.
- Developed a working understanding of procedures for managing media enquiries.
- Attend and participate in media liaison at several corporate events due to my skills in stakeholder engagement.
- Supporting staff regularly with general office procedures including use of Microsoft Office suite and several desktop publishing programs.

June 2019 - Present

Work Placement Student

BBS Public Relations, Perth

- 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.
- Aided with production of monthly corporate newsletter which involved collating content, using desktop publishing skills to present in most appropriate format and liaising with editorial team to produce a timely document to capture the attention of employees.

February 2019 – June 2019

EXTRACURRICULAR ACTIVITIES

Mentee

UWA Career Mentor Link

- Participated in regular work observations and shadowing of employees in the areas of PR,

April 2020 - September 2020

- advertising, media campaigns and communications design.
- Attended fortnightly committee meetings with my 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.

EMPLOYMENT

Customer Service

IGA, Perth

- Promoted to team leader after 12 months due to commitment to quality customer service.
- Demonstrate high level of accuracy and attention to detail during transactions with customers, staff and delivery teams.
- Negotiated and deescalated conflict by providing clear information in a positive and personable manner to customers during the COVID-19 outbreak.

November 2018 – Present

SKILLS

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

- Excellent communication and interpersonal skills which have resulted in positive relations with staff and customers.
- Actively contributing team member with the ability to enthuse and inspire others to establish team objectives.
- Strong leadership skills to motivate individual team members to excel in specific tasks.
- Innovative problem solver who can generate workable solutions and resolve complaints.
- Equipped with the knowledge base and skills for analysing and producing traditional as well as new media texts as well as understanding communication and cultural processes in emerging creative industries.
- Computer: Windows and Mac, Microsoft Word, Excel and PowerPoint, Adobe Creative Cloud.
- Media: Facebook, Twitter, Instagram, BlogSpot, Tumblr and Pinterest.
- Languages: Proficient in English, French.

VOLUNTEERING

Cottesloe Lifeguard

January 2016 – Present

- Working in collaboration sharing ideas and information to ensure safety of beach goers.
- Participating in occupational health and safety development to better respond to changing environments.

REFEREES

Always have at least two PROFESSIONAL referees. You can select if you provide the contact details or not. Only add a personal referee if asked too.

Jane Body	OR	Jane Body
Manager Sequel Communications		Manager Sequel Communications
Contact Details on Request		0400 123124
		jbody@sequelcoms.com