

Resume Template

Tertiary qualified – some experience

Some graduates come from courses that provide practical experience as well as academic e.g. internships, work experience or co-op years.

If you didn't have access to work experience programs as part of your tertiary studies there may have been other opportunities through part-time, casual or freelance work for you to develop your skills and abilities.

If you're in a position where you have both an academic record and relevant work experience in your chosen field, you'll be able to promote and highlight both these aspects in your resume.

How to use this template:

This template has been designed as a starting point for you to write your own resume. You can choose to leave out some sections and expand on other sections depending on your particular skills and experience. If you get stuck you'll find heaps more tips and advice in our Jobs & Careers section - check out the Applying for jobs section to get started.

Tip # 1 – Your resume should be no longer than three pages. If it's longer, there's a good chance that people won't want to read it. This template resume is a bit longer because we've included tip boxes and options for you to choose from.

Tip # 2 – Be specific. Don't just include the name of the company you worked for - specify the position you held and (if relevant) list tasks you completed or outcomes achieved.

Your resume should include:

- **Your academic track record** - either academic results or core study areas or both
- **Your work history** including internships or jobs specific to your chosen field as well as experience you've gained through part-time or casual jobs
- **Skills and abilities you've developed** - these can be practical skills you've learned through your studies or from hands-on experience in your chosen field, as well as skills you've got from casual or part-time work and community activities
- **Work experience** you've done through university work experience programs, volunteering or through casual or part-time work - focus on the skills and strengths you developed that are relevant to the job you seek

Jane Smith

D.O.B. 06.03.1981

Provide your full name (or the name you like to be called) not just your initials

You don't legally have to include your date of birth - it's up to you whether you want to

Personal Details

Address: 12 Station Street, Highfield, 3023

Provide your usual postal address, including the postcode

Mobile: 0431 554 660

Email: jane@yahoo.com

Provide your daytime phone number (home and/or mobile). Make sure your phone has a clear voicemail message or that there is someone available to take a message for you

Provide an email address (it looks more professional to use an email address with your name in it, rather than one you use with friends e.g. sugar_coated@hotmail.com)

Career Objective

I am seeking to expand my research, writing and editing skills in a challenging role in journalism, media or communications. I offer experience and expertise in researching, writing, editing and production across a range of electronic and print media.

- A career objective explains what you're looking for and what you can offer. It shows that you've thought about what you want to do
- Use the experience you've gained through your studies and any work experience or practical coursework to help you write your career objective
- Keep it brief (one or two sentences). It can be written specifically to suit each job you apply for or it can be more general to suit your overall career or job goals

Skills & Abilities

Research and Writing Skills

- Writing in a variety of styles including hard news, soft news and features
- Researching and writing for a variety of audiences including young people, business people and professionals
- Adept at utilising available resources to research story ideas including interviews, desk and library-based research, database searches and online research
- Highly developed critical and analytical abilities
- Experience working to deadlines

- Here you can promote your range of relevant skills and abilities, whether they've come through your studies, work experience or other aspects of your life
- Choose headings that reflect the core skills required by the jobs you seek

Information Technology Skills

Excellent computer skills and proficiency in:

- Microsoft Word, Access, PowerPoint and Excel
- Macromedia Dreamweaver
- Adobe Photoshop

Use of web cam, digital camera and recording equipment

Include things that you do well (think about things that others have said you're good at - or better still, ask friends or family to make the list for you).

- Skills and abilities developed through formal training and courses
- Skills and abilities developed through previous work experience in your chosen field
- Skills and abilities you've developed through other work e.g. casual or part-time work
- Specific areas and interests that you pursued outside of your studies e.g. hobbies, clubs, social groups
- Your social and personal strengths

Use of a range of Web Content Management Systems

Communication and Organisational Skills

Excellent language skills - written, oral and broadcast

High-level organisational and time-management skills

Ability to work unsupervised and as part of a team

Education & Training

Education & Training

Bachelor of Arts (Journalism) 2004

Deakin University

Majors: Literature and Politics

Minors: Advanced Editing, Political Reporting

Microsoft Office Professional 2003 – 2004

(Short Courses in Word, Excel, Access and PowerPoint)

Council of Adult Education

Advanced Editing (Short Course) 2002

Victorian Writers Centre

Victorian Certificate of Education 1999

Highfield Secondary College

- Provide a summary of your education history including the last year achieved in secondary school. Start the list with your current studies and work backwards
- If relevant to the job you seek include your academic record (either marks achieved or the specific subjects you studied)

Education highlights & achievements

Received high distinction average in final two years of university and distinction average throughout the entire course

Selected from over 200 applicants for two-month Journalism Exchange Program in London, UK (2003)

- You can also highlight skills and competencies you've developed through various aspects of your studies if these are relevant
- Don't forget to include any additional training you've completed (at school or otherwise) e.g. short courses, first aid certificates

Employment History

Casual writer (2004 – present)

The Melbourne Times

Writing a range of articles for this popular paper including book and film reviews, news reports and feature articles. Experience with writing to brief as well as generating my own briefs.

Journalism Internship (June to December 2003)

The Melbourne Times

This six-month placement exposed me to the full range of journalistic tasks and duties including copywriting, sub-editing, advertising, graphic design and printing. My core duties involved research and writing of news stories covering the areas of health, education, crime

- Start with your most recent employment position and work backwards
- As well as listing your relevant work experience, a work history also provides an opportunity to highlight relevant skills, aptitudes and achievements you've gained through your work
- You can also include volunteer work if relevant. Any work you have done provides you with the opportunity to promote your skills and experience to a new employer

and politics. I also developed a number of feature articles focusing on health and lifestyle.

Freelance writer, copy editor and proof reader (1999 – present)

Provided freelance research and writing services for a range of publications and clients including *The Writer's Block*.

Referees

Terry Underwood

Lecturer, Deakin University
Phone: 03 9567 4444

Jenny Small

Editor-in-Chief, *The Reader*, London, UK

(Written reference enclosed)

Who can be a referee?

Someone who knows you well, like a colleague, team-mate, coach, mentor, teacher or another member of the community you've worked with or helped out

Including referees

Make sure you provide up-to-date contact details of your referees and always make sure you have permission from them before including them in a resume.

It also helps to tell referees a bit about the job you're applying for so they can think about how your skills and abilities will be relevant

Written references

Written references are very useful to add to your resume to highlight your skills. Ask potential referees to write you a reference that describes your best skills and qualities