

Resume Template

Tertiary qualification - no formal work experience

Sometimes it's hard to make the transition from study to work. Don't worry if there are some gaps in your resume (either in your skills, academic record or work experience). These can be made up for in other ways.

Remember jobs aren't the only way you can develop skills and experience. Think about other aspects of your life (e.g. university or TAFE, volunteering or helping at home or in your community) where you've developed skills and abilities that would be useful on-the-job.

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 our 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)
- **Skills and abilities you've developed** (these could be practical skills you've developed through your studies, such as computer skills, or hands-on experience in your chosen field). Think about skills you've got from casual or part-time work (even if they're unrelated to the kind of job you're looking for), other uni or TAFE activities, or your interests and community involvement
- **Any work experience** you've done through university work experience programs, volunteering or through casual or holiday jobs - focus on the skills and strengths that are relevant to the job you're looking for

Matthew Richards

D.O.B. 18.02.1981

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

Personal Details

Address: 12 Orchard Grove, Highfield, 3023

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

Mobile: 0412 566 310

Email: matthew.richards@gmail.com

Provide your usual postal address, including the postcode

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 a skilled and passionate professional writer who seeks to consistently demonstrate a high level of skill in my research and writing. I aim to use my excellent communications skills through both on-the-job experience and further training and endeavour to produce objective, high-quality work that will contribute to the continued success of my employer.

- A career objective explains what you're looking for and what you can offer. It shows that you've thought about what kind of work you want to do
- You can reflect on the experiences you've gained through your tertiary studies or other short courses you've done
- 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

- Write 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
- Experience in researching story ideas including interviews, desk and library-based research, database searches and online research
- Highly developed critical and analytical abilities
- Experience working to deadlines

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
- Use of a range of Web Content Management Systems

Communication & 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

2004	Bachelor of Arts (Journalism) Deakin University Majors: Literature and Politics, Minors: Advanced Editing, Political Reporting
2003 – 2004	Microsoft Office Professional (Short Courses in Word, Excel, Access and PowerPoint) Council of Adult Education
2002	Advanced Editing (Short Course) Victorian Writers Centre
1999	Victorian Certificate of Education Highfield Secondary College

Provide a summary of your education history including the last year achieved in secondary school as well as any course you're doing now. Start the list with your current studies and work backwards

Don't forget to include any additional training you've completed (at school or otherwise) e.g. short courses, first aid certificates

Education highlights and 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

Relevant Experience

2004 - present

Volunteer writer

The Wilderness Society

Writing hard news and feature articles for publication on the Society's website and in print newsletters

- List any work experience you've completed e.g. formal work experience programs at school. Start with the most recent and work back from there

2004

Film Reviewer

youz magazine

Provide a monthly film review for this vibrant, youth-oriented website

You can highlight key skills and abilities by listing specific tasks

2003

Intern Journalist

The Reader, London, UK

Provide a range of hard and soft news, feature articles and reviews for one of London's most popular contemporary newspapers

2002

Volunteer

3RRR

Completed six-week volunteer training program covering all aspects of radio production and provided volunteer assistance (including writing, interviews, editing and production) for a range of programs

Don't forget you can also include past part-time and casual jobs, volunteer work and any projects or activities you did at uni or TAFE or in your community

Employment History

2002 - present

Retail Assistant

Bayside Pharmacy

Provide retail assistance and customer support for busy suburban pharmacy. Includes use of electronic cash register and ordering system, data entry, filing and general office duties

List any work you've done in the past five years. This includes part-time or casual work or work experience.

If you don't have any employment history, don't worry - the other sections in your resume will highlight your skills and experience - just leave this section out

Referees

Terry Underwood

Lecturer, Deakin University

Phone: 03 9567 4444

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

Jenny Small
Editor-in-Chief
The Reader, London, UK
(Written reference enclosed)

Including referees

Make sure you provide up-to-date contact details of your referees and always make sure you have permission 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