

# YOUR NAME

Sydney 2000 NSW | +61 444 000 000 | someone@example.com | linkedin.com/in/yourname

## Objective

- Marketing graduate with 2 years customer service experience looking for marketing internships in Sydney
- Exemplify your **value** to the company. Why should they hire you?

## Skills Summary

- Briefly what qualifies you for the job or omit
- Bullet points are clear and simple
- Don't list skills you have read somewhere or that anyone should have
- List technical skills if relevant (Word is not, HTML is)
- Cultural communication training
- HTML, SPSS, Java
- Adobe, InDesign, AutoCad
- Languages; French, English, Hindi

## Qualifications

Name of Degree 2000 - 2000  
Name of Institution

Name of Degree 2000 - 2000  
Name of Institution

## Employment

Title of Job 2000 - 2000  
Name of Company

Responsibilities:

- Example (be specific)
- Example (be specific)

Achievements:

- Example (be specific)
- Example (be specific)

Accounts Assistant 2000 - 2000  
Company XXX

Responsibilities:

- General Administration
- Cash Handling and Stock maintenance

Achievements:

- Employee of the month, March 2011
- Promoted to Store Manager

## References

Name, Position  
Company  
P:  
E:

Name, Position  
Company  
P:  
E:

## TIPS:

- Never more than 2 pages
- Use the same font and font size
- Same font in Resume and Cover Letter
- Resume is there to get you the interview
- Most resumes are read in 15 seconds, so be clear
- Always hand your resume in person or call to make sure it is received
- Prepare your referees!
- Written references are valuable
- NEVER lie
- A resume is a short version of your CV
- The CV also includes memberships, computer skills, languages, honors, awards etc
- Don't ever write: 'references are available upon request'! Include the references so the recruiter can check them straight away!
- **It's better to apply properly to 10 jobs and get one, than to apply randomly to 100 jobs and get none!**