

This is a sample only and is aimed to provide ideas and guidance when creating your own resume.

John Smith

10 University Drive, Brisbane, 4074

Phone: 0400 123 123

Email: john.smith@gmail.com

Don't forget to use a professional email address.

CAREER OBJECTIVE/SUMMARY

- A short blurb to catch the reader's attention (2 - 3 sentences)
- Tailored for the specific job and company you're applying for - do not use the same objective for every job application
- Specifically outline how your skills and experience meet what the employer is looking for

Add value to your resume (if you haven't addressed the above bullet points, your career objective/summary probably won't add much value to your resume/CV).

EDUCATION

The University of Queensland

Bachelor of Engineering (Chemical) 2014 - Current

GPA: 5.5

(Expected graduation November 2018)

Achievements:

- Received Deans Commendation for Academic Excellence in Semesters 1 and 2, 2016

Brisbane State High School

2009 - 2013

OP: 4

Achievements:

- Member of the Student Council (2012-2013)
- Sports Captain (2013)

Use a professional, easy to read font and ensure consistency with text size, font and formatting.

Don't forget to spell check!

EMPLOYMENT HISTORY

June 2014 - current

Uni Bar, St Lucia QLD

Bar Supervisor

Responsibilities:

- Ensuring guest satisfaction through delivery of excellence in customer service
- Directing all bar service activities, ensuring compliance with health and safety regulations and responsible service of alcohol guidelines
- Trained, mentored and motivated new staff
- Performed opening and closing functions, including balancing the cash register
- Ordered and maintained bar levels of inventory ensuring the bar area was sufficiently stocked

Achievements:

- Received Star employee award January to March 2017 for securing an exceptionally high customer service rating

November 2014 - February 2015

XYZ Minerals, Mackay QLD

Undergraduate Process Engineer

Responsibilities:

- Engaged and collaborated with the team daily safety briefings, adhering to health and safety standards
- Accountable for the monitoring and performance of process equipment
- Assisted in the analysis of yield optimisation and product quality

Achievements:

- One of 4 members of a cross-functional team who streamlined the material movement process, increasing wrench time. Estimated \$2m saving p.a.

Although your work experience may not be related to the area of work you are applying for, it will highlight your transferable skills and experience such as leadership and organisation skills

Employment history should be listed in reverse chronological order i.e. most recent position first.

John Smith

(continued)

VOLUNTEER WORK

November 2013 – March 2014

Camp Quality Fundraising Volunteer

- Inspired new supporters to raise money, while maintaining and developing relationships with existing supporters
- Organised traditional activities, such as sponsored outdoor events and house-to-house collections of donated goods and money
- Developed new and imaginative fundraising activities, many of which involved organising events

EXTRA-CURRICULAR ACTIVITIES

- President of CHESS, Chemical and Environmental Engineering Student Society (2016) **Keep your bullet points short, succinct and easy to read.**
- Engineering Undergraduate Society (EUS) Member (2014 – current)
- Member of UQ Basketball team (2015 – current)
- Participated in the UQ Interfaculty Touch Rugby Competition (2016)

TECHNICAL SKILLS

- Competent in using Matlab, Aspen HYSYS and Aspen Plus
- Strong MS Excel skills including VBA and Macros

Only include information relevant to the job you are applying for.

ADDITIONAL INFORMATION

- Full, open drivers licence
- Native English speaker, also fluent in German

REFEREES

Ben Holmes

Bar Manager Uni Bar

0400 321 654

ben.holmes@unibar.com.au

Tracey Bell

Senior Process Engineer XYZ Minerals

0422 987 987

t.bell@xyzminerals.com.au

Include 2 professional referees – a Manager/Supervisor.

Referees can be from paid or unpaid work.

Your resume should be no longer than 2 full pages.