C O N T A C T

N A M E Y O U R

P R O F E S S I O N A L T I T L E

0422 333 444

youremail@outlook.com

S U M M A R Y

Begin your resume with your most powerful pitch. Use this space to convince the reader they need to take interest in your resume. Highlight your most impressive accomplishments that are relevant to the job description. Keep it concise, direct, and only a few sentences. Use numbers or data to quantify your statements when possible.

123 Sydney, 2000

linkedin.com/in/username

E D U C A T I O N

DEGREE NAME

TAFE

2013 – 2016

DEGREE NAME

University

2013 – 2016

E X P E R T I S E

PROFESSIONAL

* Collaboration
* Adaptability
* Problem Solving
* Handling Conflict
* Time Management

TECHNICAL

* Microsoft Word
* Microsoft Excel
* Adobe Photoshop
* Data Analysis
* Google Docs

P R O F E S S I O N A L E X P E R I E N C E

Position Title Here Date – Date

Company, Location

Use this paragraph to give a short description of the position, company, or achievements. You can also delete this and go directly into the bullet points.

* Tailoring your resume to suit the position you are applying for is the most important because it ensures your resume will actually get picked up as a good match.
* Employers want to know what you accomplished. Make it easy for them and mention what you achieved, then contextualize it - with figures if possible.
* For example, as Regional Sales Manager, developed aggressive marketing campaigns and channel marketing programs, increasing revenue from $5 million to $25 million over a four-year time period.
* As Large Account Executive, exceeded revenue goals by maintaining volume, increasing business and renegotiating contracts with multinational accounts.
* Developed and implemented a strategic manufacturing plan including the realignment and consolidation of six plants worldwide. New plan resulted in a 40% reduction in headcount and a 25% increase in inventories.

Position Title Here Date – Date

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Use this paragraph to give a short description of the position, company, or achievements. You can also delete this and go directly into the bullet points.

* Use at least three to four bullet points to describe each job position; try to keep them at a minimum two lines long and never more than three.
* If you are applying for a job in a new field or highlight transferable skills you have developed in the past that will serve you well in the position.
* When you tailor your resume to the job, you are also optimizing for applicant tracking systems because many ATS allow recruiters to search by keyword.
* Applicant tracking system (ATS) usually eliminates 75% of resumes due to lack of keywords and phrases being present.

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Use this paragraph to give a short description of the position, company, or achievements. You can also delete this and go directly into the bullet points.

* Use action verbs that are powerful and unique (founded, strengthened, driven, generated, supervised) to increase your chances of capturing the attention of any potential employer. This will move you one step closer in getting hired.
* Take the time to proofread your resume - multiple times, if necessary - until every word is perfect. Typos can make you look careless, unprofessional, and like you didn't care enough to read your resume before you sent it out.
* Once you have crafted your impressive resume, you must save it as a PDF document before uploading or sending to hiring managers.

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P R O F E S S I O N A L D E V E L O P M E N T

Class, Course or Workshop Date – Date

Organisation, Location

Class, Course or Workshop Date – Date

Organisation, Location

Class, Course or Workshop Date – Date

Organisation, Location

A W A R D S

AWARD NAME

Organisation

Year Here

AWARD NAME

Organisation

Year Here

AWARD NAME

Organisation

Year Here

C O M M U N I T Y

I N V O L V M E N T

ORGANISATION

Volunteer Role

Location, Date

ORGANISATION

Volunteer Role

Location, Date

ORGANISATION

Volunteer Role

Location, Date

ORGANISATION

Volunteer Role

Location, Date

I N T E R E S T S

To humanize your job application and connect with hiring managers, be sure to list relevant hobbies in the resume.

Here are some examples:

* BBC Click & documentaries
* 10 years of guitar playing
* Completing DIY projects
* Running marathons
* Composing music