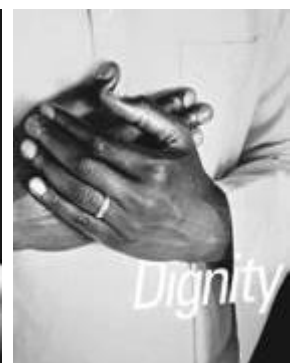


Writing a Résumé



Exceptional People. Exceptional Care.



Preparing a Résumé

A résumé, also known as a curriculum vitae (CV), is your opportunity to create a good impression with your potential employer. Taking the time to develop a professional and attractive résumé will help you to secure an interview.

Checklist

Remembering to do the following will help to improve your résumé:

- include your education history at the front,
- order items in reverse chronological order (most recent experience first),
- use bullet points as well as full sentences,
- keep to no more than three pages,
- use a structured layout with sufficient white space,
- focus on your achievements citing specific examples, and
- check your resume for correct spelling and punctuation.

Avoid the following:

- abbreviations or jargon, and
- including too much information on a page.

Sample

The following pages contain a sample résumé that you may use as a base to create your own.

Résumé of George Jones

Personal Details

123 Street Rd, Suburb, Qld 4001

Phone (Home) (07) 3800 1234
Phone (Mobile) 0401 123 456
Email g.jones@gmail.com

Education

Bachelor of Business (Marketing), A University of Learning

Major Health Care Marketing

Subjects Subject of Interest 1, Subject of Interest 2, Subject of Interest 3 and Subject of Interest 4

Year 12 Senior Certificate, Someschool College (1990–1995)

Overall Position (OP) 10

Achievements School Prefect, Secretary/Treasurer of the Student Council

Memberships School Rugby League Team, School Basketball Team

Career Goal

It is my intent to pursue a career in health care marketing, with a goal to move into a leadership position.

Skills and Proficiencies

Computing

I am competent using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

Languages

I can speak and write Japanese to a grade 12 level.

Employment History

Marketing Manager, Pretend.org (2005–present)

Responsibilities

- Liaise with external PR organisations in order to manage all communications.
- Creation of all customer facing and sales oriented copy.
- Understanding of the market place and an ability to get the right message across.
- Manage and manipulate media distribution.

Achievements

- Developed a successful campaign that resulted in a 15% increase in media exposure.
- Implemented a production process to streamline the creation of printed materials.

Advertising and Promotions Manager, Fake Co. Pty (2000–2005)

Responsibilities

- General tasks included the preparation of a results presentation CD, updating legal documents and managing stock.

Achievements

- Achieved something special that is worthy of note.

Attributes

- A strong ability to prioritise.
- Fastidious attention to detail.
- Degree in marketing.
- Management experience.

References

References are available upon request.