

Sample resume (graduate)

Make sure your email address is professional

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Tailored to the organisation, your objective states your future career goals and how the position you're applying for fits in

Objective

Driven and energetic, I am seeking to start my career in investment banking by using my strong communication and problem solving skills, and further developing my leadership skills in a graduate position with a leading multinational investment bank.

Education

2010 – B Laws / B Comm., Australian National University
Distinction average, Expected completion 2014
2013 Tsinghua University, Beijing, China
Semester long program, studying Finance subjects
2008 – 2009 Narrabunda College, ACT. TER: 97.4

List your degree(s) and educational achievements in reverse chronological order

Skills summary

Communication

- Developed strong oral communication skills through my role as Community Volunteer with Oxfam Australia, presenting Oxfam at community groups and schools, tailoring my language to different audiences.
- Extended my interpersonal skills through my retail experience and active involvement at networking events at the Financial Services Institute of Australasia (FINSIA).
- Further developed written communication skills in my work as Paralegal with Smith & Partners.

Teamwork

- Strong team player, illustrated by my involvement with the Uni-Norths Rugby Canberra Owls, placing first in the local Rugby Sevens Tournament in 2011.
- Further enhanced my team work skills through part-time sales roles at David Jones and WeFreeze ice-cream parlour, and group work at university.

Initiative and Problem solving

- Sought out and organised a study program in Beijing, China: I managed language difficulties
- Liaised with ANU and University of Tsinghua staff; organised finances and found accommodation; made travel arrangements; and engaged with extracurricular activities.
- Proposed additions and alterations to a physical activity program for school aged kids in my role as volunteer Coach Assistant with Bluearth Foundation. Suggestions were included in the program and I received positive feedback from participants and activity leader.

Leadership

- Led, motivated and supported twenty adolescents as a Rugby League coach for under 14s at Weston Creek Rugby Club.

Research and analysis

- Preparing oral presentations and written documents in my role as Paralegal at Smith & Partners required strong research and analysis skills. Competent user of various electronic legal databases.

Use the Skills Summary to highlight a number of relevant skills, developed in a variety of contexts.

Choose your best examples, tailored to the organisation and job. The summary is meant to provide a brief overview: you might not mention certain skills if they're not relevant

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Internship Experience

Dec 2012 – Feb 2013 Intern, WeInvest, ACT

- Contributed to a project aimed at increasing participation of 'young' investors (under 30s)
- Research and analysis of characteristics of 'young' investors client base
- Reporting on relevant financial market data for project's target group
- Attended a three-day business skill development workshop

Professional Experience

Mar 2012 – Paralegal, Smith & Partners, Commercial law firm, ACT

- General administration
- Drafting documents
- Trial preparation, including interviewing clients
- Briefs to council
- Legal administration for commercial litigation matters

Feb 2009 – Mar 2012 Retail Assistant, David Jones, ACT

- Responding to customer inquiries and requests
- Offering product information
- Maintained and restocked inventory
- Handling cash register

Jan 2008 – Feb 2009 Sales Assistant, WeFreeze ice-cream parlour

- Served customers, opened & locked-up shop

Extracurricular activities

2012 – Volunteer Coach Assistant with Blueearth Foundation

- Discussed team strategy, attended team meetings

2010 – 2012 Rugby League coach for under 14s, Weston Creek Rugby Club

- Developed strategy,

2009 – Uni-Norths Rugby Canberra Owls team member

2009 (Mar – Oct) Oxfam Australia community volunteer

What does this achievement communicate to employers?

Achievements

2013 ANU College of Business & Economics Undergraduate Merit Award

Memberships

2009 – Finance and Banking Society (FINSOC)

2009 – Financial Services Institute of Australasia (FINSIA)

Referees

Mr Smith, Partner
Smith & Partners, Commercial law firm, ACT
02 6123 4567
smith@smithandpartners.com.au

Ms Gold, Finance analyst
WeInvest Pty. Ltd.
02 6123 7890
gold@weinvest.com.au

Choose your referees appropriate to the

In the sections emphasising what you have done (whether internship, professional, extracurricular, or other) make sure that you highlight relevant duties to tailor your application. This means that you emphasise certain information and might omit less important

Stating membership can be useful, particularly if you've been actively involved