
PERSONAL DETAILS

Residential Address: Street number, Road, Suburb,
Postcode COUNTRY

Mobile: *include correct country codes from
Australia

Date of Birth: *****

Nationality: *****

**Insert passport
sized photo:**

Smiling

Head shot only

Business attire
(collared shirt)

Hair pulled away
from face

CAREER OBJECTIVE

A career objective targeted to the type of internship for which you are applying. An xxx position in an organisation where yyy and zzz would be needed (or, in an organization seeking yyy and zzz).

EDUCATION HISTORY

- In reverse chronological order (most recent qualification first to high school qualification last. Do not need to include primary school details)

Month Year – Month Year **Full Name of Education Institution**, Town COUNTRY
website

Full and correct translation of qualification (Certificate, Diploma, Bachelor Degree, Masters..)

Expected graduation: Month and Year

Month Year – Month Year **Full Name High School**, Town COUNTRY
High School Certificate equivalent
Please include Major or subjects if related to your internship objectives

WORK EXPERIENCE

- In reverse chronological order
- Highlight most relevant experience to internship for which you are applying

Month Year – Month Year **COMPANY**, town COUNTRY **website**
Year *Name of position held – Occupational status (casual, part-time, full-time, holidays etc)*

Responsibilities and achievements:

- Use power verbs (see p. 3 for complete list) to clearly outline actual duties completed
- Highlight achievements with percentages and figures where possible
- Include participation in Conferences and Seminars with full name

COMMUNITY INVOLVEMENT & RECOGNISED ACHIEVEMENTS

Year Include any academic, sporting, community, volunteer, music or special interest recognised associations or achievements. Include **place** where achieved

OTHER SKILLS AND CERTIFICATES

Computer Skills:

- Ensure that you include the program and your level of proficiency E.g. Microsoft Excel - Beginners

Language Skills:

- List languages including level of proficiency in the four key areas (reading, writing, speaking, listening)

Other:

- Certificates: include full name, date completed, place completed

PERSONAL COMPETENCIES

- Include performance-focussed competencies that relate to those required in the type of internship you are applying for

INTERESTS AND ACTIVITIES

- Include interests that demonstrate a community/team work involvement or individual dedication or a special interest (that is, not 'watching television')

REFEREES

Provide 2-3 professional referees (person). Don't forget to contact your referees to prepare them should they be contacted!

Full Name with correct title (Mr, Mrs, Dr..)

Position

Company or Educational Institution

Full Address

Phone number (with correct country codes)

Fax

Email

Full Name with correct title (Mr, Mrs, Dr..)

Position

Company or Educational Institution

Full Address

Phone number (with correct country codes)

Fax

Email

Note: Written references are also required to support your application

GENERAL TIPS

- § Your resume is an opportunity to 'win' an interview for your internship
- § **SELL** your skills, qualifications and experience by highlighting the **MOST RELEVANT** areas that relate to the type of internship for which you are applying
- § Your resume should be 2-3 pages and fill each page (E.g. avoid starting a new page for just one line of information – instead adjust page margins and content to fit)
- § Highlight your **STRENGTHS** and downplay areas of weakness
- § Your resume must be easy for the host organisation to read. Clear, consistent presentation is everything. Ensure there is uniformity and consistency in the use of spacing, italics, capital letters, bullets, boldface, and underlining
- § Ensure 100% accuracy – no grammatical or spelling errors
- § Use power words to bring focus to your resume (see p.4)
- § Show you are results-oriented – highlight key achievements and provide brief details
- § Writing is concise and to the point. Shorter is usually better
- § Avoid using personal pronouns 'I', 'He' 'She' etc.
- § Ensure all details are factual and accurate

POWERWORDS – Add power to your resume with power words!

accelerated accomplished achieved addressed administered advised allocated answered
appeared applied appointed appraised approved arranged assessed assigned assisted
assumed assured audited awarded

bought briefed broadened brought budgeted built

catalogued caused changed chaired clarified classified closed collected combined
commented communicated compared compiled completed computed conceived concluded
conducted conceptualised considered consolidated constructed consulted continued
contracted controlled converted coordinated corrected counselled counted created critiqued
cut

dealt decided defined delegated delivered demonstrated described designed determined
developed devised diagnosed directed discussed distributed documented doubled drafted

earned edited effected eliminated endorsed enlarged enlisted ensured entered established
estimated evaluated examined executed expanded expedited experienced experimented
explained explored expressed extended

filed filled financed focused forecast formulated found founded

gathered generated graded granted guided

halved handled helped

identified implemented improved incorporated increased indexed initiated influenced
innovated inspected installed instituted instructed insured interpreted interviewed introduced
invented invested investigated involved issued

joined

kept

launched learned leased lectured led licensed listed logged

made maintained managed matched measured mediated met modified monitored motivated
moved

named navigated negotiated

observed opened operated ordered organised oversaw

participated perceived performed persuaded planned prepared presented processed
procured programmed prohibited projected promoted proposed provided published
purchased pursued

qualified questioned

raised ranked rated realised received recommended reconciled recorded recruited redesigned reduced regulated rehabilitated related reorganised repaired replaced replied reported represented researched resolved responded restored revamped reviewed revise

saved scheduled selected served serviced set set up shaped shared showed simplified sold solved sorted sought sparked specified spoke staffed started streamlined strengthened stressed stretched structured studied submitted substituted succeeded suggested summarised superseded supervised surveyed systematised

tackled targeted taught terminated tested took toured traced tracked traded trained transferred transcribed transformed translated transported travelled treated trimmed tripled turned tutored

umpired uncovered understood understudied unified unravelled updated upgraded used utilised

verbalised verified visited

waged weighed widened won worked wrote

More power word suggestions

ability capable capability capacity competence competent complete completely consistent contributions demonstrated developing educated efficient effective effectiveness enlarging equipped excellent exceptional expanding experienced global increasing knowledgeable major mature maturity nationwide outstanding performance positive potential productive proficient profitable proven qualified record repeatedly resourceful responsible results significant significantly sound specialist substantial substantially successful stable thorough thoroughly versatile vigorous well educated well-rounded worldwide