

Example resume

Kim Sample

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Contact details must be current and professional. You only need to include:

- your name in bold larger lettering
- address
- mobile and landline (include country/area code if applying for positions interstate or overseas)
- professional email address

Make the career objective tailored to the job you're applying for – begin with a strong, focussed statement that summarises you, then the role or career you're moving towards.

→ Career objective

To apply my creative energy and enthusiasm in a marketing position in a fast-paced and dynamic company, utilising my tertiary knowledge and experience together with skills in computing, organisation and teamwork.

Education

Include tertiary education only

→ 2015 - current Bachelor of Business (Marketing)
RMIT University

As well as paid jobs, include any Work Integrated Learning (university work placements or industry projects) or other voluntary work that relates directly to the field you're aiming towards.

→ Employment

Feb - Nov 2016 Marketing Officer (University project)
Custom Cars

Responsibilities:

- Assisted with marketing and advertising campaigns for clients.
- In a team, developed appropriate strategies to target markets and promote products and services to those markets.
- Provided management with ideas regarding the distribution of products (such as taking orders, warehousing, stock control and transport), managed store image and undertook direct marketing.
- Assisted staff in developing plans for social media strategy, sales promotion, public relations, personal selling and sales management.
- Undertook marketing audits and analysed data to monitor sales performance.

Achievements:

- Worked with a creative agency on a successful advertising campaign for the Ford Futura that was advertised through several media channels.
- Implemented new policy for the distribution of products

Sep - Oct 2015 Marketing Assistant (Vacation)
Bayliss Designs

Responsibilities:

- Assisted with designing clients' briefs.
- Attended meeting with clients.
- Supported design and sales staff through working collaboratively on promotional ideas and selling targets.

Achievements:

- As part of a team, our designs were nominated and published in the 2016 Marketing Institute publication.
- Successfully developed high levels of teamwork skills as a result of working on several marketing projects.

Other employment

Feb - Nov 2015

**Customer Service Assistant
Blakes Australia**

Responsibilities:

- Served customers at the cash register.
- Dealt with customer complaints when clothing garments were returned.
- Answered customers' queries in relation to clothing products.
- Assisted customers with the location of clothing garments.

Achievements:

- 'Employee of the Month' May, June and July (based on customer nominations).
- Ongoing development of communication and customer service skills.

Mar 2012 - Jan 2015

**Sandwich Hand (part-time)
Sam's Café**

Responsibilities:

- Ordered stock.
- Prepared visual merchandising displays.
- Point of sale including cash handling and EFTPOS.
- Cleaned and maintained a tidy work area.

Skills summary

- Excellent written and interpersonal skills developed through written reports, presentations on products and working in a multi-disciplinary team.
- Confident user of Microsoft Word (Advanced), Excel (Intermediate), PowerPoint (Basic /Intermediate), Access (Intermediate), Adobe Dreamweaver (Basic), Photoshop (Basic), Flash (Basic), and SAP (Intermediate)
- Demonstrated ability to self-manage and also work cooperatively in teams as a result of several employment roles and sports.
- Well developed organisational skills developed through coordinating several professional events and working under tight timeframes.

List any further training and short courses you have completed that you would like the employer to know about.

Format exactly the same as the education section of your resume.

→ Other training

2015

'Principles of Digital Marketing' Australian Marketing Institute workshop

Professional memberships and Associations

2015 - Current

Economics Finance and Marketing Student Association - RMIT University

2012

Australian Marketing Institute - Student

Extra curricular activities

Committee Member, RMIT Annual Ball, 2015

As Publicity Officer, designed and coordinated promotion and ticket sales. Achieved 47% increase in sales over the period.

These are activities/clubs/associations/community work that you are involved in outside of work and study. They tell the employer more about who you are.

- List three or four recent activities and provide brief details of each.
- Include any awards you have been given for these activities.

→ **Melbourne Life, 2013**

Organised and hosted several community events for western suburbs teenagers to educate them about the negative effects of drugs and alcohol. Developed sound administrative skills through contacting guest speakers, answering enquiries and preparing advertising documents for publication in local newspapers.

Captain of Roseroy Netball Club, 2012

Participated in the under 20 and senior competitions. Member of the championship team in 2012.

Languages

Basic reading and intermediate writing skills in Italian and Indonesian.

Interests

- Undertaking a range of sports including netball and swimming three times a week.
 - Travelling overseas to Europe and Asia.
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Preferably direct supervisors, but may be other people you worked with. List 2-3 referees and ask their permission before including.

→ **Referees**

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