



Careers Service, The University of Adelaide

Resume Workshop

What we will cover today

- What employers want to see on your resume
 - Resumes – preparation
 - Resumes – writing
 - Cover Letters - writing
-



Skills, knowledge and attributes

What Employers Want

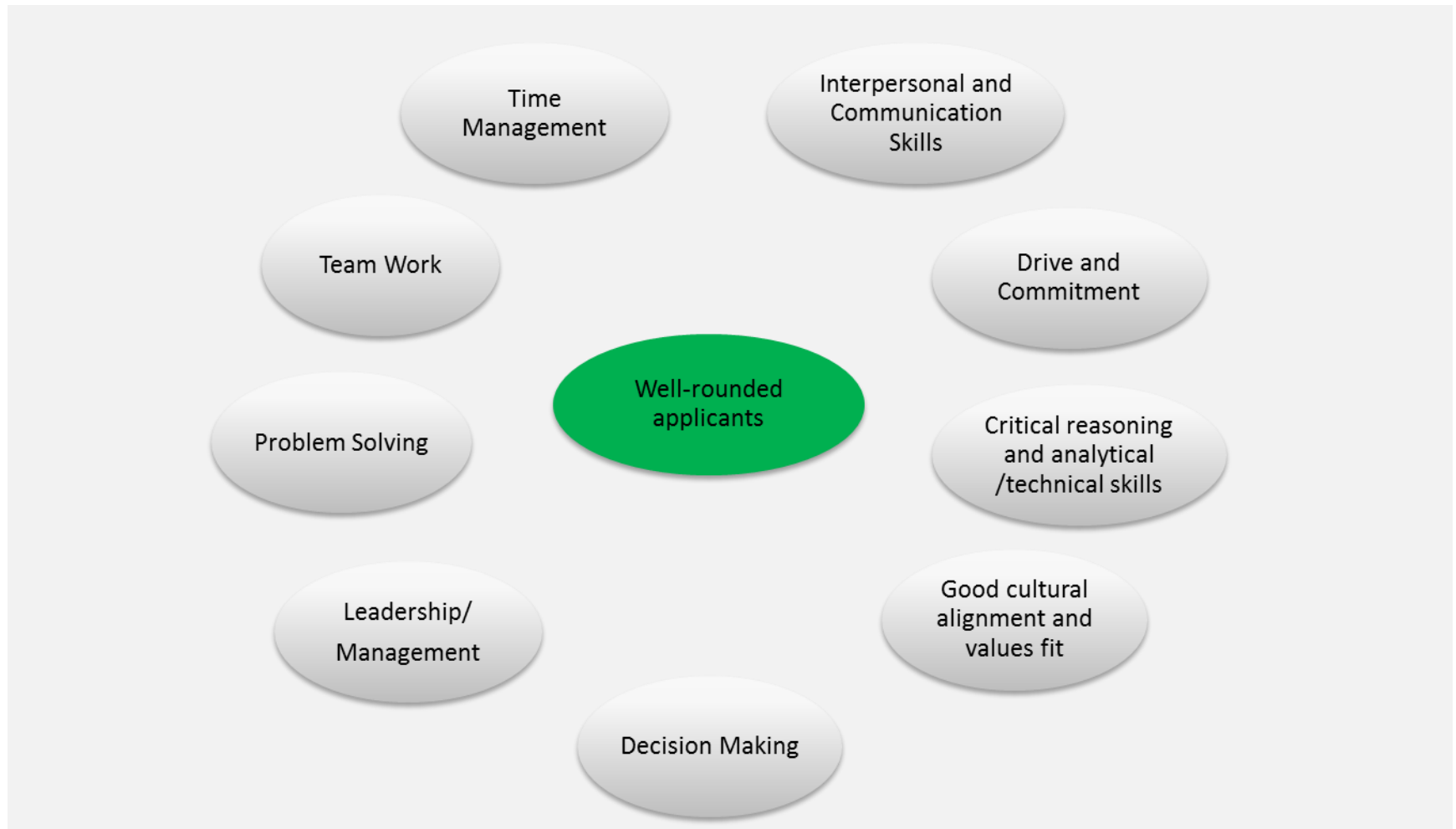
What are Employers looking for ?

When assessing potential employees for graduate positions, what skills and abilities do employers look for?



What are Employers looking for ?

What employers want – in graduate recruits



Maximising Employability - Get involved

Teamwork

- Team sports
- Clubs
- Playing in a band / orchestra
- Part time or casual work (e.g. retail or hospitality)

Logic / Problem Solving

- Relevant volunteer work
- Internships / work experience

Time Management

- Organising events
- Prioritising work, study and social activities

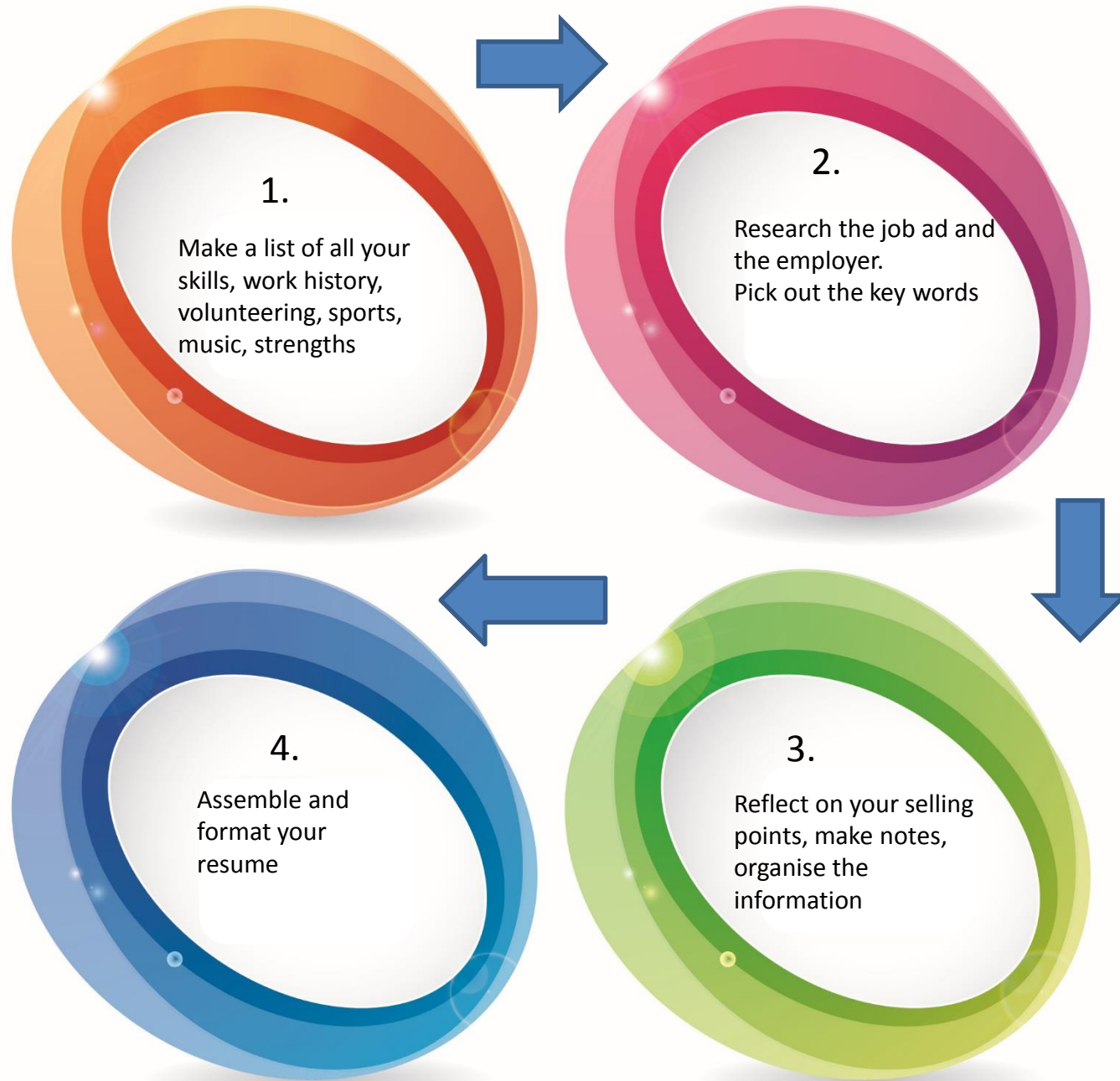
Communication Skills

- Volunteering
- Peer mentoring
- Part time work
- Student committees
- Presentations
- Industry mentoring

Drive/ Passion

- Work experience
- Student committees
- Overseas study exchange

Resumes

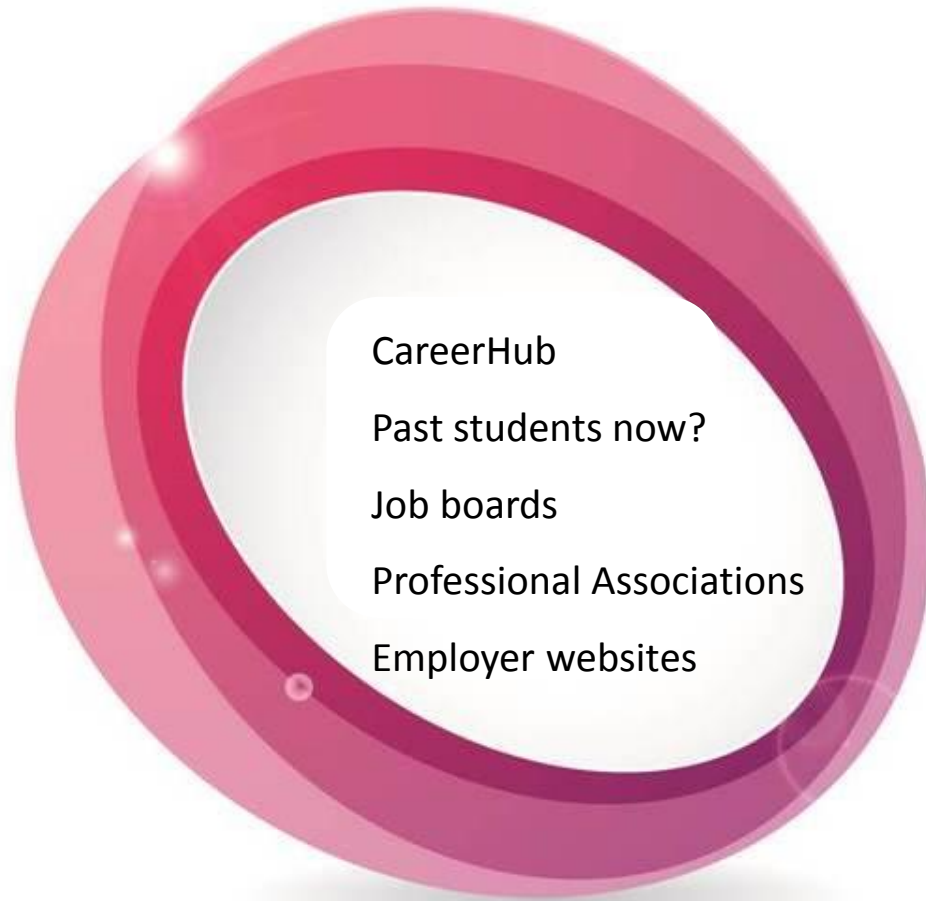


Step 1: Research ME

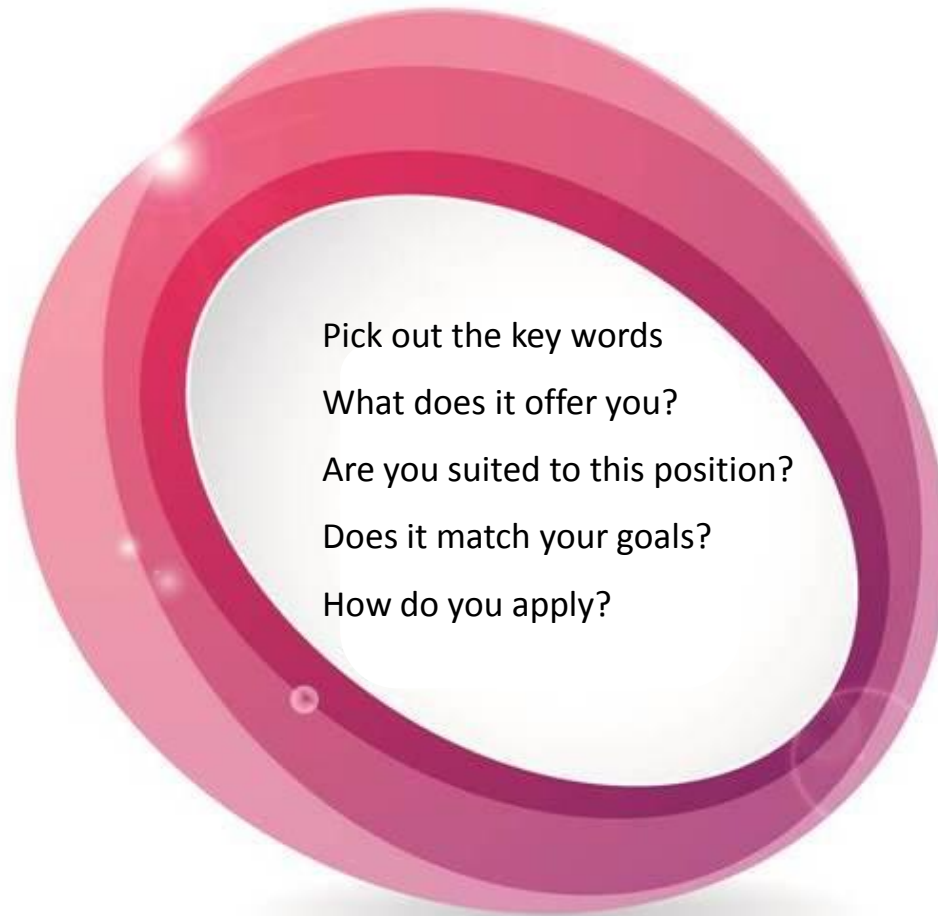
Make a list of all your skills, work history, volunteering, sports, music, strengths



Step 2: Research Opportunities



Step 2: Research Job Advertisements





Operations Analyst

Our client is a leading Australian bank with a vast international presence. The exceptional reputation leading its recent growth, this bank is a market leader in retail, business, corporate and institutional banking. This large organisation continues to grow and build for the future. They have a great culture and proven track record of supporting their staff.

About the role

They are looking for a candidate with a strong numerical and statistical background with relevant work experience, being exposed to financial markets and a variety of banking products. This market leader is currently looking for a Derivatives specialist to join their confirmations team. Your role will be critical to the success and ongoing growth of a business that is looking to grow.

Key Responsibilities

- Confirmations of Derivative products.
- Cross training across Fixed Income and Equities
- Investigation and resolution of failed trades and working directly with counterparties and other internal departments.
- Involvement in various adhoc projects and process improvement

Key Requirements

- MUST have a minimum of 18 months experience, ideally with Derivatives. However, Fixed Income or Equities will be considered.
- Exposure to Banking products and financial markets.
- Relevant tertiary education in finance or mathematics.
- The candidate must be a team player capable of working under pressure to meet strict deadlines.
- Strong communication skills, able to interact with other departments.
- Ability to use Excel and Access to intermediate level

Look at the Job Ad

What does it offer you?
Are you suited to this position?
Does it match your goals?

Questions to check

Type of practice / organisation?
Adelaide / country / interstate?
Full time / part time?
Does it have your specialty?

Step 3: Reflect on you

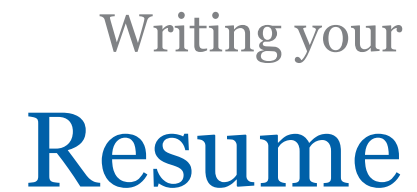


Reflect on your
selling points,
make notes,
organise the
information

Step 4: Assemble your resume



Assemble
and format
your resume



00:01

RESUME

Mark P. Smith

17 West State St.

Home (714) 222-2112

RESUME

17 West St. M.

Common headings

Common headings:

- Personal details
- Career Goal
- Education
- Awards and Achievements
- Related Experience
- Employment History
- Skills Summary
- Extra-curricular activities
- Referees

Common headings:

- Personal details
- Career Goal
- ***Programming experience /languages***
- Education
- Awards and Achievements
- Related Experience
- Employment History
- Skills Summary
- Extra-curricular activities
- Referees

Full Name

Address: 24 Vine Street, Adelaide, SA 5000

E-mail: first.last@adelaide.edu.au

Mobile: 0400 000 000

Linkedin Profile: yourpersonalurl.linkedin.com.au

Notes:

Font size in 11-12, spacing 1 or 1.15 is best

Your name in bold, font size 14-18

Current contact details, Footer-name and page number

No personal details (age, marital status, religious status)

(Optional-International students Visa status)

Email address- not your Hotmail account from year 7

e.g. cutie_smoopy16@hotmail.com is **not** a good look

Michelle McKinnon

Address: 24 Vine Street, Adelaide SA 5000

E-mail: first.last@adelaide.edu.au Mobile: 0400 000 000

Career Objective

A self-motivated engineer equipped with a solid theoretical foundation; drafting, surveying, research and problem solving skills; experience in bridge, road and structural design; as well as the ability to use various engineering related software packages proficiently.

Seeking to obtain a position within a growing company where my existing skills will benefit my employer, and be part of an environment where I will be challenged so that I may gain even more experience

Which one would you hire?

Career Objective

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Notes:

If you are struggling- leave it off. It isn't worth the risk.

E.g. Goal: To work for a company where I can use my skills.

Employer reaction: So what?



Education

2011- present

Bachelor of Civil and Structural Engineering

The University of Adelaide

Expected Graduation November 2015

GPA 6/7

2007-2011

South Australian Certificate of Education

Brighton High School

Adelaide

ATAR 95.5

Notes:

- Details of each institution- full degree name, full institution, reverse chronological order.
- Academic achievement, GPA (6 out 7), Thesis title, Honours. International qualifications

Fiona Brammy

46 Stanley Road

Unley SA 5064

0424 622 824

fiona.brammy@hotmail.com

Residency status – Australian Citizen

Educational

2010 - Present

Bachelor of Nursing

The University of Adelaide

GPA: 6.5

Expected completion: November 2013

Achievements:

- Resthaven Undergraduate Scholarship for Nursing Students
- Member of the Golden Key International Honour Society as validated by The University of Adelaide

2008

South Australian Certificate of Education

Walford School for Girls

Prize awarded – Dux of the School

Clinical Experience

Awards and Achievements

Scholarships and academic awards are preferable and employers value community recognition.

Leave out primary school swimming certificates or anything too outdated

Examples of awards

- Awarded Dean's Merit Prize
- Member of Golden Key International Honour Society

Awards and Achievements

- 2013 Member of Golden Key International Honour Society for maintaining academic average with the top 15% of university students
- 2011 Awarded Dean's Merit Prize for Exceptional Academic Achievement

Related Experience

Dec 2015 - Feb 2016 **Internship**, BAE Systems, Adelaide

Key Responsibilities:

- Received training in stress and stability analysis
- Assessed advanced electrical technologies
- Shadowed Client Manager to gain insight into relationship building skills
- Completed research projects for business development

Key Achievements:

- Delivered a report and presented results to Company Engineering Executives on *Engineering Practice*. My recommendations were accepted and incorporated into the current project.

Employment History

June 2011- May 2012

Check-out Operator, Coles, Welland

Key Responsibilities:

- Packed customer groceries
- Developed quick and accurate cash handling and EFTPOS transaction skills
- Provided helpful customer service
- Counted and balanced registers

Key Achievements:

- Manager consistently commented on my exceptional communication and customer service skills
- Best Team Member award

Notes:

- Part time work, reverse chronological order, dates.
- If no employment history, add Volunteering instead.
www.auu.org.au
www.volunteering.austraining.com.au
www.australianaidvolunteers.gov.au
www.projects-abroad.com.au
Local councils

Fiona Brammy

Employment History

Jun 2008 – Jan 2010 Office Manager

South Australian Tertiary Admissions Centre (SATAC)

Key Responsibilities:

- Coordinated the STAT, including test administration, selection, training and supervision of invigilators, devising and conducting an advertising campaign, management of results and applicant counseling
- Provided high level customer service for SATAC clients
- Coordinated end of quarter and year financial reports for the Australian Taxation Office and the Auditor General's Department
- Managed daily, monthly and yearly banking reconciliations, financial reporting, accounts payable and receivable (Total expenditure \$3m in 2003)
- Supervised the Directorate's Receptionist/ Administrative Assistant and casual staff

Jan 2007 – May 2008 Office Administrator

South Australian Tertiary Admissions Centre (SATAC)

Key Responsibilities:

- Diary Management of Senior Staff
 - Customer Service
 - Mail distribution
-

Skills Summary

Computer Skills

Microsoft Office suite
R statistical software
C++
Java

Languages

French (Fluent)
Chinese-Mandarin (Fluent)
German (intermediate)
French (basic)

Training Certificates

Senior First Aid Officer (2013)
St Johns First Aid (2011-present)
OH&S Training (2011-present)

Notes:

Any relevant skills you have gained through Education/Employment

Learn a language

<http://www.adelaide.edu.au/pce/language-courses/language-benefits/>

Microsoft office is something employers would expect – noting it down could highlight you have nothing else.

Need to rate skills, Eg
Expert user of C++
Competent user of R Statistical software

Extra-Curricular Activities

- Professional Association Memberships
- Volunteering
- Leadership Activities
- Student Club Memberships

Notes:

- Highlight your activities outside of education and work commitments
- Be positive and demonstrate these with passion

Interests

- Cooking- >>>>
- Reading ->>>>>
- Yoga and meditation workshops
- Travelling>>>>>>

Interests

- Cooking- passion for Indian cuisine, and sweet pastry work
- Reading- Non fiction
- Yoga and meditation workshops
- Travelling to far North Queensland especially throughout The World Heritage Daintree rainforest

Referees

Dr Peter Lewicki
Senior Lecturer in Engineering
The University of Adelaide
+61 8 8272 3565
p.lewicki@wch.edu.au

Notes:

Willing to attest to an employer on your behalf

3 References, previous co worker, manager, not a family member,
International referee – consider level of spoken English



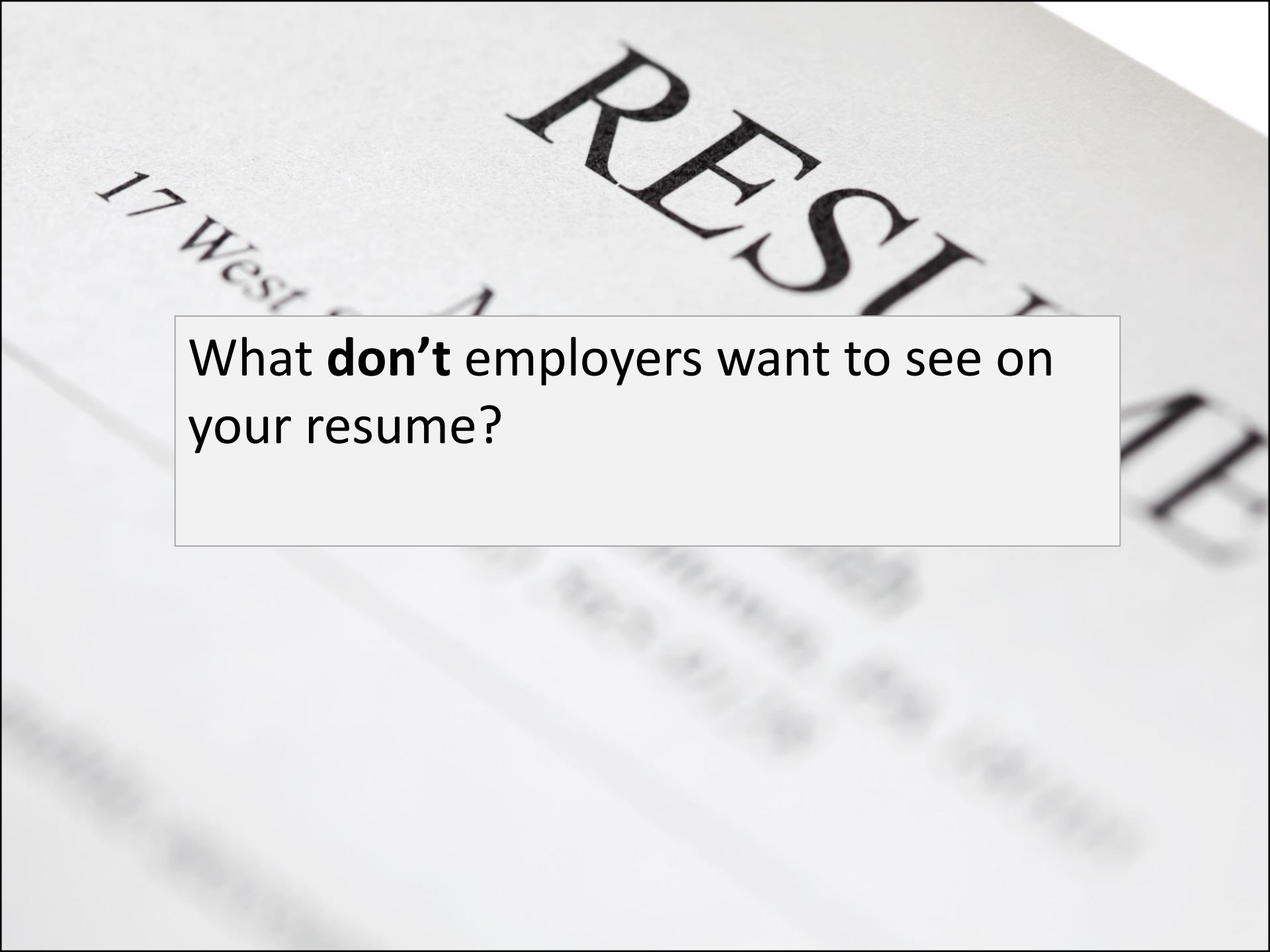
RESUME

Career Objective:

Management Consultant with 20 years of experience in providing objective advice, expertise and specialist skills with the aim of maximizing growth and improving business performance.

Professional Experience:

- Over 20 years of in-depth experience in the interior design industry.
- Improved the accuracy of budget forecasts.
- Established good working relationships with customers, leading to new quality standards for better quality and a 20% increase in the level by 20%.



What **don't** employers want to see on
your resume?

What **don't** employers want to see on your resume?

1. Long, wordy cover letters and resumes
2. Generic resumes- not targeted to the position
3. Putting your photo on a resume
4. Spelling errors, typos, and poor grammar
5. Dates not included, or inaccurate dates
6. Lying or misleading information
7. Content focuses on soft skills and neglects hard data

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Resume *Fonts and sizes*

This is a very good resume and I will get the job.

This is a very good resume and I will get the job.

This is a very good resume and I will get the job.

This is a very good resume and I will get the job.

Work History

July 2013 – March 2014	McConnell Dowell Undergraduate Engineer for the delivery of the Adelaide Showground Station. Practical experience in developing design solutions, managing and negotiating with subcontractors and coordinating construction works. Competent in developing RFQs, ITPs, CEPs and writing subcontracts. Use of engineering drawings, engineering standards, architectural and client specifications.
Feb 2013 - Mar 2013	MELI Consulting Engineers (Work Experience) Competent use of CAD and Podlok design software. Design of residential housing frameworks and concrete foundations.
Jul 2010 – July 2013	Maid of Auckland Hotel Administration, coordination of staff training and customer service.
Feb 2010 - Jan 2011	Parisi's Restaurant, Hyde Park Fine dining waiting, functions and knowledge of food and wine.
Nov 2009 - Feb 2010	Un Café Bar, Hyde Park Barista and food preparation.
June 2008	Magryn & Associates Engineering Consultants (Work Experience)

Education

Bachelor of Civil and Structural Engineering with a Bachelor of Finance The University of Adelaide	2010 – Present
Westminster School (Captain of School) TER: 94.25	2005 - 2009

Achievements

- 2014 President of Adelaide University Civil Engineering Society
- 2014 Sponsorship Advisor of Adelaide University Engineering Society
- 2013 Treasurer of Adelaide University Civil Engineering Society
- 2011 Golden Key International Honor Society Inductee
- 2009 School Captain, Westminster School
- 2009 Duke of Edinburgh Gold Award

Summary

Keep it simple – and try different layouts

The first page is prime real estate

Use reverse chronological order

Don't include photos

Don't lie

Spelling and grammar checking is crucial (don't rely on spellchecker)

Seek quality referees

Include page numbers

Include your name on every page

Creative Resume Designs!

[E- resumes](#)

<http://www.rleonardi.com/interactive-resume/>

A close-up photograph of a person in a dark pinstripe suit and a blue and white striped shirt, sitting at a light-colored wooden desk. They are holding a blue and white pen and writing on a white sheet of paper. The paper has some faint, illegible text and a signature at the bottom. A semi-transparent light blue rectangular box is overlaid on the center of the image, containing the text "Cover Letters" in a large, black, sans-serif font.

Cover Letters

A person wearing a dark pinstripe suit, a striped tie, and a blue and white striped shirt is writing on a document with a blue pen. The document is on a light-colored surface.

Your cover letter is a professional introduction to a potential employer

- It is important
- Read the job specifications carefully
- Go through your resume and find your main achievements/ skills
- Don't be shy and really tell the employer why you're the best candidate for the job
- Demonstrate your enthusiasm and passion

Sections for a cover letter:

The heading

The formal greeting

The introduction

Job specific information

The close

Signing off

Your Name
Your Address
Telephone
Email

Name of Employer Contact
Job Title
Company Name
Address

Date

Dear Mr/Ms _____ (Surname)

Title of the Position and Reference Number (if known)

Paragraph One – Refer to the position and where you saw it advertised.

Paragraph Two – Highlight the key skills and abilities you have gained during your education which are relevant to the position.

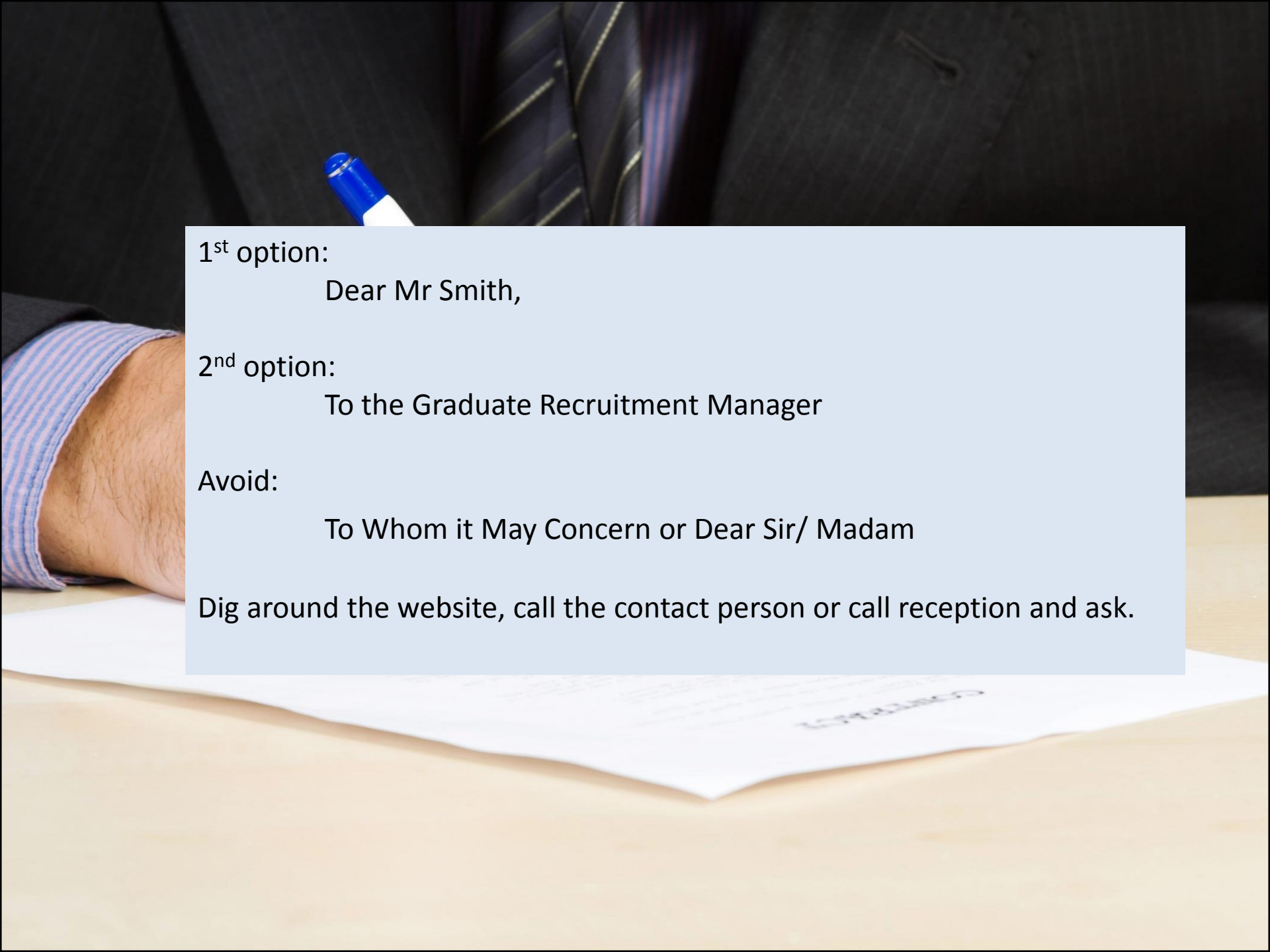
Paragraph Three – Highlight the key skills and abilities you have gained during your previous employment and industry experience. This is your opportunity to sell yourself. Remember to provide evidence of your skills by relating them back to your work, studies or experiences.

Paragraph Four – Write about why you are interested in the role and responsibilities. You may also like to talk about the company culture or another appealing aspect of the organisation. Employers are only interested in interviewing candidates who express a genuine interest in the company and the role.

Paragraph Five – Detail the information you have included in your application (eg. Resume, selection criteria address) and how/when you could be contacted to arrange an interview.

Yours Sincerely

(sign if sending a hard copy)
Your Name



1st option:

Dear Mr Smith,

2nd option:

To the Graduate Recruitment Manager

Avoid:

To Whom it May Concern or Dear Sir/ Madam

Dig around the website, call the contact person or call reception and ask.

I am writing in response to your advertisement on Jobs in Mining Website for the Graduate Structural Engineer position within Technip. As I am currently undertaking my final year of Civil and Structural Engineering at the University of Adelaide.

Technip is in particular interest to me as I will have the opportunity to be involved in the design and construction of major Oil and Gas Projects similar to the Kupe Gas Project and Wheatstone Project. Your company has an impressive industry reputation internationally for delivering award winning projects within a variety of disciplines. From researching your company I have found that you provide a comprehensive graduate program developed by real engineers, which has attracted me to apply for Technip. As I've attended numerous site visits around regional South Australia, the opportunity to work within remote regions within Australia appeals to me. Rotations between structural and hydraulic projects throughout the graduate program would align well with my passions and previous work experience.

Throughout my studies at the University of Adelaide, I have developed engineering problem-solving skills through modern and computer-based methods such as Microstran, EPANET, FORTRAN, Visual Basics, HEC-RAS and Microsoft Excel and Project within the main areas of structural, geotechnical and water engineering. The course has focused on establishing fundamental analytical skills to solve real engineering problems such as the design of a water distribution system through the simulation of EPANET and Pile Design for the Seaford Rail Extension within South Australia. I have consistently displayed my commitment to my studies through achieving a current GPA of 5.875.

In 2013 I was the only student within the Civil and Structural Engineering cohort to be awarded SA Water Undergraduate Scholarship for Women in Civil Engineering. This enabled me to undertake 12 weeks placement with SA Water, during this time I worked within an engineering group of 4 communicating with project managers, operators and construction workers to complete the projects. I was able to apply my theoretical knowledge in real life engineering projects some examples are the design of tank roofs, anchor and thrust blocks for pipelines and steel portal frames.

Over the past three years I have held casual positions in the hospitality and retail industry. In doing so, further developing my communication skills with my co-workers and customers and gaining experience working within a team to produce efficient and satisfactory customer service. Along with further developing time management skills by balancing work, study and sporting commitments during the academic year. I volunteer at my alumni school, Mercedes College to speak to current Year 11 and 12 students to share my educational experiences and advice with them, developing my presentation and public speaking skills.

Thank you for considering my application. Enclosed is a copy of my resume and academic transcript. I welcome the opportunity to discuss my application with you in more detail through a scheduled meeting or phone call.

My name is _____ and I wish to apply for a graduate position with _____. I am currently completing my final year of a Bachelor of Civil and Structural Engineering (Honours) with a Bachelor of Finance at the University of Adelaide.

_____ is a company of great interest to me. The company boasts an iconic portfolio, which is driven by an innovative and capable team environment. I am a hardworking individual with strong leadership and communication skills, and therefore believe I will thrive professionally and develop personally working with _____.

My experience as an undergraduate engineer for _____ has provided me with sound insight into the engineering industry. As part of the project management team delivering the new Adelaide Showground Station, I coordinated construction activities, negotiated with subcontractors, developed design solutions, worked intimately with engineering specifications, and presented in both site and client meetings. This role has enhanced my ability to engage in a business manner, meet targets and communicate effectively across a number of disciplines.

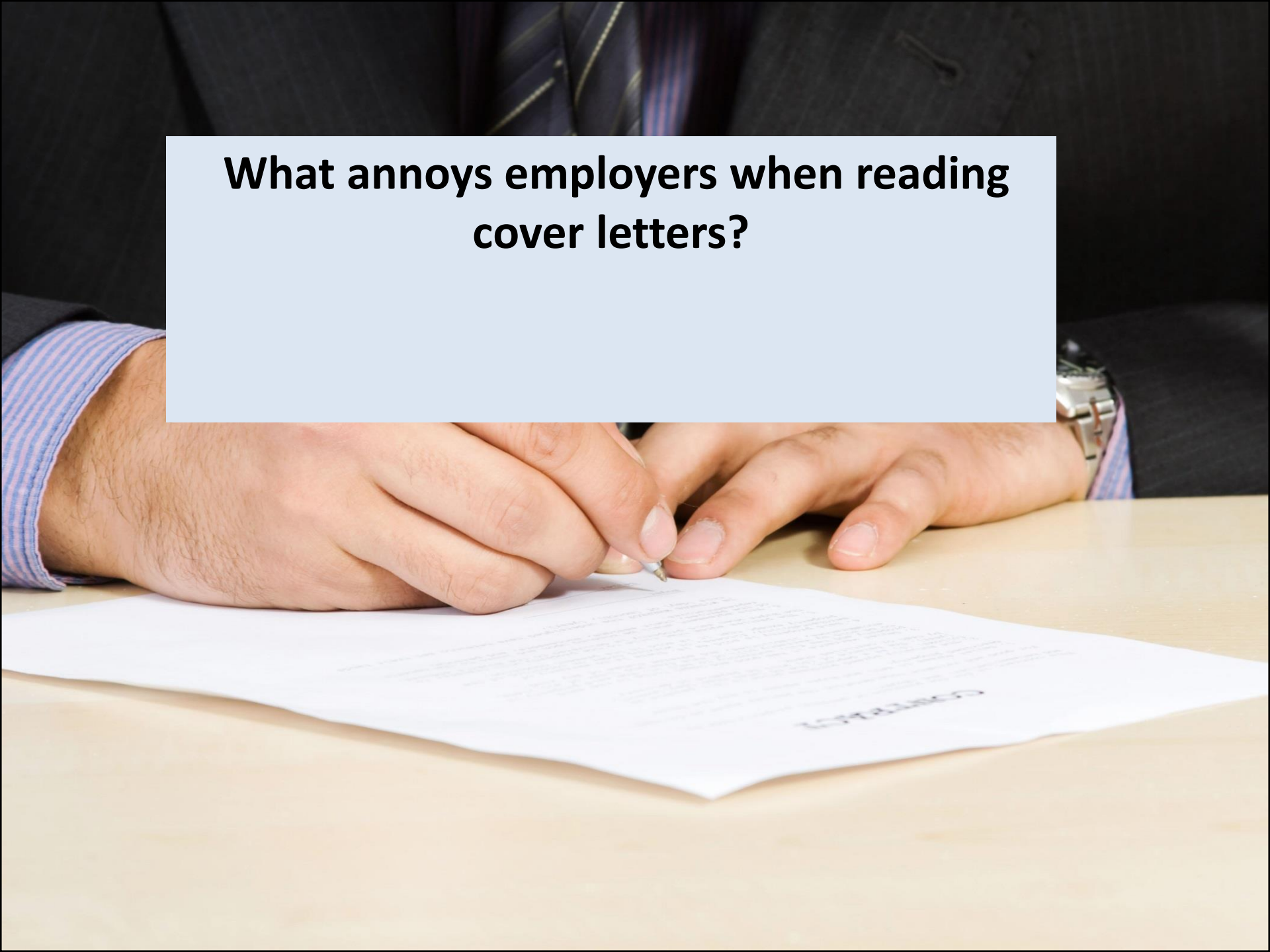
University has enhanced my teamwork and leadership skills. I am the current President of the Adelaide University Civil Engineering Society (AUCE) where I lead a team of university students and correspond with industry partners to deliver beneficial outcomes for the Civil Engineering School. Furthermore, I am the Sponsorship Advisor to the Adelaide University Engineering Society (AUES).

In my final year of school I was elected by the students and staff School Captain of _____ School where I lead a team of school prefects and represented the school formally. I was awarded the Old Scholars Award for Most Outstanding Service and received Australian Defence Force Long Tan Leadership and Teamwork awards. This demonstrates my compassion and willingness to make a difference.

I enjoy being active outdoors and have completed my Gold Duke of Edinburgh Award. I also remain strongly involved with _____ School Old Scholars Football Club.

I am a determined and positive individual with a hard work ethic, strong leadership and interpersonal skills and an ability to operate well in a team environment. These are qualities which I feel are suited to _____, and that I intend to develop further in the workplace.

**What annoys employers when reading
cover letters?**



What annoys employers when reading cover letters?

- Being vague
- Changing subject in the same paragraph
- Not using demonstrated examples

*Eg. I am an expert in MS Excel (**what have you produced**)*

*During my 7 weeks work experience with an SA construction company , I ***** (**which company**)*

*I work well in a team situation and have excellent communication skills (**SHOW ME!**)*

- Using the same cover letter for every application



Summary

Check and then double check your spelling, grammar and expression

Avoid run on sentences – keep it bite size

Tell the employer why you want to work for them specifically (this is very important)

Tell the employer why you chose your profession

Use this as an opportunity to draw their attention to the most crucial information about you

Keep it to one page



Book a Resume Express Check



Developing your resume and cover letter?

- 1 Attend a workshop
- 2 Edit your documents
- 3 Book an appointment online

Get started at **CareerHub** > Dashboard > Develop Your Job Application



- Use the following link to self-book a 15-minute Express Check appointment with one of our Careers Staff:

<https://careerhub.adelaide.edu.au/students/appointments/app/topic/5?typeId=48530>



THE UNIVERSITY
of ADELAIDE

Careers Service

Services to help you:

- Prepare for job applications & interviews
- Gather advice about career planning
- Workshops (e.g., resumes, cover letters, interview skills, work experience, job hunting, LinkedIn)
- Events (e.g., Careers Expo)
- Networking with Employers

www.adelaide.edu.au/student/careers
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