Full Name

Professional Profile

50 to 70 words (approximately 4 to 5 lines)

This part of your CV answers the following questions (a paragraph – not in bullet points):

- **Who are you?** Start with some words to describe your unique personality (eg: enthusiastic, organised, etc)
- **What are you looking for?** State the type of role you are seeking
- **Hard Skills?** What hard skills do you bring?
- **Soft Skills?** What unique soft skills do you bring?

Key Skills Summary

Include technical skills related specifically to your field of expertise (what did you learn at university that you will be able to do in your placement?) Only list the skills you feel confident with, you have knowledge of or you have used previously - you might be tested on these during the interview. For IT, use a 'list style' and consider such skill areas as: Programming Languages, Operating Systems, Web Servers, Software, and Testing areas. Accountants use bullets and can include technical skills developed at university including tools, languages, concepts, subject matter. Examples:

- Excellent use of **Excel,** including creating pivot tables and Vlookup

Programming Languages: Java, JavaScript, XHTML, CSS, PHP, C++, SQL, Python, Swift, Rust

Education

Reverse chronological order: most recent qualification first (i.e. Professional Year at the top)

Name of Course   **Jul 2020 – present**

Name of School, City, Country

Achievements – (only for High distinctions or distinctions - credit averages need NOT be mentioned)

If you have no achievements, then list some key study areas you studied

Academic Projects

Pick one university project you did, related to your field; It must be from an Australian university. You must be able to discuss the details of this project during your interview. If you have no related work experience, you might like to include two projects. For accountants, this can be a practical assignment/assessment.

Title of Project   **Aug 2018 – Sep 2018**

Name of University, City

Objective:	What was the goal of the project? **– begin with 'To + verb'**
Tools:	Which software, programming languages, methodologies, accounting software etc. did you use?
Duties:	How did you proceed? Was it a group project or an individual project? What were your duties? (E.g. as part of a team of 4, my role was to…) **– be detailed**
Result:	State the result of the project academically AND what you developed and learned

Relevant Employment Experience

Position title   **May 2020 - Present**

Name of Business, City, Country

Position title   **Sept 2016 - May 2017**

Name of Business, City, Country

- Proof-read over 200 remittances and transactions per day
- Accurately produced standard and custom reports using HP Quality Center and MS Excel for daily, weekly and summary reports

Other Employment Experience

Position title   **Dec 2018 – present**

Name of Business, City, Country

Personal Attributes

- Think of 3 or 4 soft skills that **truly** describe you.
- For each of them, give an example of how you demonstrated this skill in the past.
- Example: "*excellent interpersonal skills, as demonstrated through 2 years of experience in customer service*" or "*strong time management and organisational skills developed through 5 years of successfully combining work and university studies*").

References

Available upon request