

# Student Services

## Quick Resume Guide

**Your Name (First & Last)**

Your Address | Your Phone Number | Your Email

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### CAREER OBJECTIVE and PROFILE

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The career objective highlights what the applicant is seeking. This section also is a marketing statement and highlights the applicants experience and background.

Edit for each job application, where possible using the language used in the job description. Use 3 or 4 sentences, no more than 5 lines.

Sentence 1: explain who you are & your experience.

Sentence 2: explain the skills you have.

Sentence 3: explain what type of work you are looking for.

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### KEY SKILLS & ATTRIBUTES

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This section includes the key professional skills and attributes that the applicant brings to the position. These skills should align to the applicant's proposed career direction and identify immediately what the applicant brings to the position based on their capabilities. Use a mixture of employability skills and technical skills. Tailor for each job application by prioritising your skills against those required by the employer and/or the industry.

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### KEY ACHIEVEMENTS

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Include 2 to 4 bullet points – explain how your contribution benefited your employer, and back up with statistics or facts where possible. Tailor for each job application by prioritising your achievements against those required by the employer.

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### EDUCATION & QUALIFICATIONS

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State your most recent qualifications first, and, summarise the older education. Think about the relevance to the job you are applying for.

Tip: If you have limited or no work experience, a description of skills and achievements gained during your most recent studies can help.

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### PROFESSIONAL DEVELOPMENT

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Keep to *relevant* skills, training (short courses, not full qualifications) or languages only. If a job requires specific skills you may wish to elaborate on your abilities e.g. Fluent Arabic speaker; capable of delivering business proposals.

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### EMPLOYMENT/CAREER HISTORY

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Only include employment history for the last 10-15 years. Ensure relevance of all employment history and identify years and length of employment service. The following information may be highlighted throughout the employment history:

Company name, job title & dates. Include a brief description of the business and position brief.

Include your responsibilities, contribution, accountabilities and achievements.

Tip: If you've worked for the same company for a long time doing a number of different roles, consider having one header with the company name and sub-headings with the roles and dates.

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### REFEREES

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Decide whether to state "Referees available on request" or to insert the details of two relevant professional references. Include a description of their professional relationship to you, and their contact details (phone number and/or email).

# Suzie Carer

1 My Street, Mytown 5000 | 0400 000 000 | [suziecarer@email.com](mailto:suziecarer@email.com)

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## CAREER OBJECTIVE

I am a caring compassionate and responsible individual with a strong commitment to providing quality care so that the elderly and disabled can live with maximum dignity, comfort and independence. Versatile personal carer with experience in both residential and community based care for aged care and disability sector clients. Well-developed interpersonal skills and engaging personality with the ability to build relationships with clients and colleagues. Seeking work in home and community care in an autonomous and versatile environment.

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## KEY SKILLS & ATTRIBUTES

Communication & negotiation skills – negotiated with various community services providers to ensure advice and resources for clients were the best solution to meet the needs of client

Project Management – led a small team in implementing a community centre for an aged care residential environment. The program involved five service organisations visiting on a regular bases to provide recreational and personal care services, and provided service to over 110 residents.

Teamwork – worked as part of a team in a busy residential care centre, often under great pressure. Flexibility was essential in providing responsive individualised service and helping colleagues to ensure great care for all residents.

Other Key Skills and Attributes include, but limited to:

Conflict Resolution	Change Management
Service Design & Delivery	Strategy & Business Development
Workforce Recruitment	Interpersonal Skills
Stakeholder Management	Community Engagement
High impact presentations and public speaking	Coaching & Mentoring
Continuous Improvement + Excellence	

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## ACHIEVEMENTS

Nominated for XYZ Aged Care Excellence Awards (2018)  
Speaker at “RUOK day” conference – Melbourne (2016)  
Most Improved Team Award (2007)

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## QUALIFICATIONS

<b>Bachelor of Nursing</b> , UniSA	Current Enrolment
<b>Certificate III Aged Care</b> , TAFE SA	Graduated: 2010
<b>Certificate III Retail Supervision</b> , ABC Training Group	Graduated: 2006
<b>Year 12   South Australian Certificate of Education</b> , Adelaide High School	Graduated: 2004

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## PROFESSIONAL DEVELOPMENT

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Advanced First Aid, St John Ambulance	Completed: 2017
Manual Handling (update) Workshop, TAFE SA	Completed: 2016
Dementia and Palliative Care Workshop	Completed: 2010
SA Drivers Licence	

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## CAREER HISTORY

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### XYZ Aged Care | Personal Carer

May 2016 - present

*(A busy 120 bed residential aged care facility in inner Sydney, servicing clients with diverse cultural and ethnic backgrounds. Providing services from low care to high care needs as well as dementia wards)*

Responsibilities:

- Assisting residents with bathing, feeding and dressing
- Accompanying residents on daily walks
- Assisting with general facility maintenance and food preparation
- Providing general care and emotional support to clients

### ABC Home Care Services | Personal Support Worker

Oct 2010 - May 2016

*(A non-government organisation providing not-for-profit support to clients with disabilities and barriers to community engagement. Service provides a range of personal care and social support to eligible clients)*

Responsibilities:

- Assisting clients with personal hygiene needs including bathing and dressing
- Accompanying clients to attend social and personal activities including medical appointments, shopping and community centre activities
- Assisting with general home maintenance and food preparation
- Providing general care and emotional support to clients

### FAQ Variety Store | Retail Assistant

Jan 2005 - Sept 2010

*(A busy retail variety store in a large metropolitan shopping centre, selling novelty and household items)*

Responsibilities:

- Provided customer service, operated cash registers, assisted with store maintenance and cleaning, inventory stocktake and record keeping

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## REFEREES

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### Jo Smith – Care Manager

XYZ Aged Care

**Email:** josmith@email.com

**Phone:** (08) 1111 2222

### Lisa Hanson – Director, Community Support

ABC Home Care Services

**Email:** lisahanson@email.com

**Phone:** (08) 3333 4444