



## **PERSONAL DETAILS**

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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**

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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**

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- 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**

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- 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**

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

## **OTHER SKILLS AND CERTIFICATES**

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### **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**

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

## **INTERESTS AND ACTIVITIES**

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

## **REFEREES**

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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

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bought briefed broadened brought budgeted built

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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

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

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

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filed filled financed focused forecast formulated found founded

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gathered generated graded granted guided

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halved handled helped

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

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joined

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kept

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launched learned leased lectured led licensed listed logged

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made maintained managed matched measured mediated met modified monitored motivated  
moved

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named navigated negotiated

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observed opened operated ordered organised oversaw

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

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qualified questioned

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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

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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

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

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umpired uncovered understood understudied unified unravelled updated upgraded used  
utilised

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verbalised verified visited

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waged weighed widened won worked wrote

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### **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