

Supporting documentation examples

Resume (CV) example

- Full name, location (Suburb, State), phone number, email address
- LinkedIn URL (ensure your LinkedIn is up to date and hyperlinked)
- Professional website URL (link to portfolio, if required)

Professional summary

Brief summary that mentions your core competencies, work experience, and career achievements.

Education

Current and previous tertiary qualifications with relevant achievements. Include the name of the degree earned, the institution name, and the year of graduation.

Key Skills

Highlight 3-4 relevant key skills you have.

Employment history

State your responsibilities; use dot points to state what your tasks were, ensuring they are relevant.

Professional or industry experience

This section is relevant for students who have had a placement, internship, or industry experience as part of their prior learnings. Use dot points to list your responsibilities, achievements, duties, projects etc.

Employment reference example

- Written on official company letterhead
- Date the statement was written
- Job title
- Duties performed
- Type of employment (full-time, part-time or casual) and hours per week or total hours for the period of employment
- Start date (mm/yy) and end date (mm/yy) of service, or stating that you are still employed, if applicable
- Position and signature of your employer (or a person authorised by your employer to write the statement e.g. Human Resources Manager)
- If multiple roles have been held within the same company, start date (mm/yy) and end date (mm/yy) of service, for each of these roles, must be noted