

## Sample resume – University/TAFE + no paid work experience

*(A Youth Central sample resume)*

Use this sample resume as a basis for your own resume if you:

- are studying (or have completed) a university or TAFE course
- have had little or no formal (paid) work experience.

**NOTE: DON'T SUBMIT YOUR RESUME AS A .PDF. Some recruitment software has trouble reading .pdfs. Because of this we recommend that you always submit your resume as a .doc, .docx or .rtf.**

This sample resume is designed to market you to employers who will be reading applications from many other graduates and current university or TAFE students. Sometimes over 1000 people will apply for the same graduate level position.

A lack of practical work experience can be a challenge for university and TAFE students and graduates. Focusing on academic achievements, demonstrated capabilities and work placements lets you show that you have professional strengths and skills without highlighting your lack of formal work experience.

This sample resume has been designed to focus on:

- a marketing statement that ties together your academic strengths and your personal attributes
- key skills and capabilities you have developed while studying
- your education, including achievements that demonstrate your skills and capabilities
- personal attributes and examples that show how you have applied these attributes
- any work placements you have undertaken as part of your studies
- any volunteer positions that demonstrate your skills and attributes
- a written testimonial that demonstrates your ability to transition from study to full-time work.

This sample resume will create a two-page resume. If your resume ends up being three pages long, you're probably providing too much information - try cutting some things out and sticking to two pages maximum.

*For more information about job applications, including more resume and cover letter samples, visit [www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au).*

# Genevieve Kua

**Email:** gkua@xmail.com.au

**Mobile:** XXXX XXX XXX

## ***Seeking graduate-level opportunity in a management consultancy firm***

Personable and astute student with proven time-management and collaborative skills developed through internship programs and volunteer engagements. Highly articulate individual, confident working with diverse cultures and situations in which cultural awareness and appreciation are integral. Strong academic background, maintaining above-average results. Invited to participate as member of the Golden Key Honours Society. Knowledgeable and keen graduate with solid theoretical business understanding and some practical experience. Seeking opportunity to start a professional career with the long-term aim of working as a management consultant.

### **Key Skills**

- Client engagement and support
- Report development
- Research
- Statistical analysis
- Business administration
- Proposal development
- Customer service
- Business development
- Records management
- Scheduling
- Change analysis
- Process development
- Policy analysis
- As Is & To Be process review
- Process re-engineering

**Software Skills:** Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ Firefox ~ SDSS

### **Education Monash University**

2011 - 2013

Bachelor of Business (Commerce)

### **Academic Achievements**

- **2013:** Commendation: 'Highest Academic Achievement' in Business Law
- **2012:** Invited into Golden Key Honours Society in recognition of above average results
- **2011:** Commendation: 'Highest Academic Achievement' in Statistics

### **Personal Attributes**

- **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with team members or customers.
- **Honest and Reliable:** Strong morals and ethics ensuring honesty, reliability and ability to responsibly undertake tasks.
- **Flexible:** Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain

flexible and adaptable at all times.

- **Time Management:** Dedication to effective prioritisation and management of time by allocating tasks and recording activities in diaries and daily to-do lists.

## **Work Experience Placement**

**Smith Management Consultants - intern**

**January 2013 - March 2013**

3-month internship with management consultancy firm supporting small businesses with guidance on business management and policy development.

### **Achievements and Contributions**

- **Client Engagement:** Worked with clients and provided general support under direct supervision of Management Consultant. Managed client files and followed up key actions.
- **Business Administration:** Assisted with general business administration tasks including responding to incoming enquiries and preparing proposals for clients.
- **Report Development:** Prepared reports following customer site visits and meetings. Accurately reported outcome of meetings while identifying tasks and activities that required follow up by client or consultant.
- **Research:** Undertook extensive research to develop an understanding of various legislation and regulations relevant to clients' requirements. Collated research into client files and firm's information library.
- **Business Development:** Contributed to reviews of marketing opportunities for sourcing new clients. Provided recommendations, including increased social media interaction, which were received positively.
- **Process Development:** Documented key processes for customers to assist with developing solid understanding of their capabilities. Reviewed all activities and provided As Is process maps.

### **Testimonial**

“Genevieve worked with our organisation during a 3-month internship opportunity. We selected Genevieve for her mature approach to this position and her very strong communication skills. She did not let us down and over the 3 months she developed key skills while proactively contributing to the work environment. We wish Genevieve all the best of luck in her career and can strongly recommend her as an employee.”

—*Mick Smith, Director, Smith Management Consultants.*

## **Volunteer Placements**

**Community Gardens Volunteer, Melton**

**2011 - Current**

Worked in community gardens assisting members of the local community with planting and caring for allocated sections. Assisted with setup and preparation of community garden, including general repair and maintenance works.

**St Vincent De Paul**

**2010 - 2013**

Provided support during various fundraising activities for local community group. Assisted at events and gatherings including providing suggestions to help meet fundraising targets. Personally attended various events, including spending time with homeless youth in Melbourne CBD.

## **Professional Referees**

**Joanne Boyle**

Manager  
St Vincent De Paul Society  
Phone XX XXXX XXXX

**Allan Blue**  
Maintenance Manager  
Melton Community Gardens  
Phone: XX XXXX XXX