

1 Contact information
Always include your telephone number, email address and residential address.

2 Education
Be specific about your education. Include your university, the course you completed and date of graduation.

3 Professional qualifications
State your professional qualifications together with the date of your qualifications and any awards received.

6 Company description
Describe your current employer concisely, i.e. size, market sector, turnover if applicable, as this informs the reader and gives them a frame of reference.

7 Position
Display your most recent job first and then work chronologically backwards (using months and years in the dates) giving less space to earlier jobs. Since space will be at a premium, your objective must be to inform and excite the reader.

JOHN SMITH

PERSONAL DETAILS

- 1 RESIDENCE** 11 Smith St, South Yarra, VIC 3142
H: (03) 9900 0000 W: (03) 9235 0000
E: m.page@email.com.au
- 2 EDUCATION** Higher School Certificate – 1986
(Aggregate: 402)
Wesley College
- Bachelor of Business – 1989
(Major: Accounting, graduated with credit)
Melbourne University
- Bachelor of Business: Major in Economics
Fudan University, Shanghai – 1995
- 3 PROFESSIONAL QUALIFICATIONS** CA – 1992
CPA – 1994
- 4 COMPUTER SKILLS** Conversant with:
• Excel
• Symphony
• MS Access
• Word
- 5 LANGUAGES** Japanese – Fluent spoken and written
- LEISURE INTERESTS** Water sports and music, particularly jazz
- CURRENT POSITION** Recruitment Consultant
Michael Page International Australia Pty Ltd
- CURRENT SALARY** \$70,000 Package

JOHN SMITH

CAREER HISTORY

- OCTOBER 1993 to PRESENT** **MICHAEL PAGE INTERNATIONAL (MPI) AUSTRALIA PTY LTD**
- 6 COMPANY DESCRIPTION** Michael Page International Pty Ltd is a \$500m turnover recruitment consultancy with offices in Australia, Asia, the UK, Europe and the Americas.
- 7 POSITION** Recruitment Manager (promoted from Recruitment Consultant)
- 8 RESPONSIBILITIES**
- Managing a team of six recruiters.
 - Developing consultants skills.
 - Successfully managed a substantial Preferred Supplier Agreement with one of Australia's largest blue chips and increased market share by 17% in 2003.
 - Offering a business-to-business service based on providing recruitment solutions to ensure the best possible match between a candidate and client. This covers both the technical abilities of the candidate and those required by the client.
 - Assessing candidate's abilities and personality using behavioural-based interview techniques.
 - Initiating a plan of action (specific jobs, clients etc.)
 - Maintaining constant contact to ensure service levels are maximised.
 - Developing existing client relationships via regular calls, client events and provision of information such as salary surveys etc.
 - Face-to-face meetings to gain a better understanding of the clients' workplaces and promote Michael Page.
 - Providing recruitment strategies and service that will exceed both candidate and client expectations.
- ACHIEVEMENTS**
- Introduced new clients to the business, organised client and candidate networking events.
 - Developed tools to enable daily measurement of consultant activity, resulting in consistent adherence of KPI's.
 - Integrated graduates into the business, mentored throughout the first year both in terms of personal and professional development.
- FEBRUARY 1990 to SEPTEMBER 1993** **ARTHUR WILLIAMS & PARTNERS**
- COMPANY DESCRIPTION** Arthur Williams & Partners is a medium-sized firm of chartered accountants with five offices in Australia and New Zealand. It has a diversified client base, including public companies, private companies, sole traders and partnerships.
- POSITION** Audit Manager (promoted from Trainee)
- RESPONSIBILITIES**
- Planning, controlling and reviewing audit and related tax work on three public company clients, prior to partner review.
 - Planning and completing accounts, audit and taxation work on a variety of private groups in industries such as manufacturing, retail and agriculture.
 - Involvement in due diligence work prior to an acquisition by a public company client.
 - Considerable involvement in the recruitment of graduates into the firm whilst at Assistant Manager level.
 - Direct supervision of up to eight members of staff.
 - Full client liaison, including billing and cash collection.
- ACHIEVEMENTS**
- Achieved performance rating of beyond expectations consistently over a two year period.
 - Selected amongst peers to travel to Malaysia for the Shell Sarbanes Oxley compliance audit.

4 Computer skills
Computer skills are important and you should definitely indicate your proficiency.

5 Languages
Language skills are important so include your abilities in this area.

8 Responsibilities and achievements
Whenever possible, include the experience relevant to a particular job and always quantify your responsibilities and achievements so that employers can quickly identify how you can add value to their business.

References
References do not have to appear on the resume, although be prepared to provide references on request. It is a good idea to state that you have business references available.

PREPARE A WINNING RESUME

We have enclosed some advice on preparing for your next career move.

Covering letter

It is a good idea to include a covering letter. Be brief and to the point, clearly stating why you would be a good fit for the position.

Be positive

Use positive action words and phrases in your covering letter. Include achievements for each of your positions, and don't be afraid to list them proudly!

Accuracy and content

Spelling mistakes, grammatical errors and incorrect dates create a bad impression – double-check to ensure you have 100% accuracy. Keep your resume brief – ideally to three pages, maximum of four.