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| **FIRST NAME LAST NAME**  Contact details (Mobile and Home) | E-mail address | LinkedIn URL  Mailing Address |
| **CAREER OBJECTIVE**  ***Example****: Dedicated and hardworking <business/computing/design/engineering/science> graduate with proven leadership, problem solving, and decision making skills seeking to apply my abilities to the position of \_\_\_\_\_\_\_\_\_\_ at <company>.* |
| **EDUCATION**   |  | | --- | | **<Degree>, <CGPA>** [**Tip**: refer to your academic transcript for precise course name] | | Swinburne University of Technology Sarawak Campus, <year of completion> | | [**Tip**: enclose your academic transcript and/or list down significant units relevant to the job application] | |
| **PROFESSIONAL DEVELOPMENT PROGRAM / MEMBERSHIP**   |  | | --- | | **<Program>** or **<Professional Association>** [**Tip**: start with the most recent experience e.g. “Teambuilding Workshop” or “Student Member”. This section signifies your openness to lifelong learning] | | <Program organiser> or <Membership>, <Duration (if any)> | |
| **WORK EXPERIENCE**   |  | | --- | | **<Job Title>** [Tip: start with the most recent and relevant employment or internship experience] | | <Employer>, <Year and duration of employment or internship experience> | | <Job responsibilities and job accomplishments> | |
| **KEY SKILLS SUMMARY**  **Tip**: List personalised employability skills and technical skills worth sharing with your employer by matching to the Job Descriptions in a Job Advertisement. Focus on a significant **S**ituation (**S**) where you have applied the **T**asks (**T**) andhowyou act on the tasks i.e. **A**ction (**A**) that produce significant **R**esults (**R**). Share with your employer what you can do for them, how you will benefit your employer, and how you will impact their productivity.  ***Example****:*   * ***(Technical skill)*** *Good understanding of the principles of digital signals with experience in advance technologies including laser based technology.* * ***(Computer skill)*** *Excellent user of word processing, web page design and internet programs.* * ***(Employability skill – Teamwork and leadership)*** *Proven leadership in the university where I motivated high performing team members to achieve successful outcomes.* * ***(Employability skill – Planning and problem solving skills)*** *Improved administrative and work flow systems in previous employment via issue identification and computerisation of job scheduling.* |
| **ACTIVITIES AND INTERESTS**  **Tip**: List extracurricular activities, roles and responsibilities in those activities, and achievements.  **Tip**: List hobbies or community service/volunteering worth sharing with your future employer.  ***Example****:*   * *Student Representative Council; University Representative (202X-202Y); highlighted student rights to the university council chairman.* * *State athlete in bowling (202X).* * *An avid fan of football, photography and photo-editing.* * *Marshall for the Swinburne SwinCare Mental Health Run 202X* |
| **REFERENCES**  **Tip:** List down 2-3 supportive referees (academic and/or non-academic) worth sharing with your employer. List their names, job titles, current organisations, contact details and clarify your relationship with your referees. Seek their permissions before including them in this section. |