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| **FIRST NAME LAST NAME**Contact details (Mobile and Home) | E-mail address | LinkedIn URLMailing 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**

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| **<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] |

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| **PROFESSIONAL DEVELOPMENT PROGRAM / MEMBERSHIP**

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| **<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)> |

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| **WORK EXPERIENCE**

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| **<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> |

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| **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.*
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| **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*
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| **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. |