

HOW TO PREPARE A RESUME & AN EXPRESSION OF INTEREST



Internships, Practical and Industrial Experience

Presented by Gordon Marshall & Skye Luton
Careers Consultants – ANU Careers



Australian
National
University

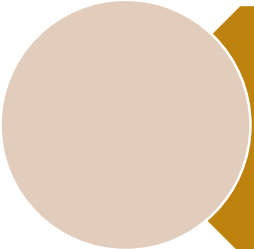
In this virtual workshop you will be able to:

- understand what Australian employers look for in a resume/CV and cover letters
- learn what to include in your resume and EOI and the best layout to use
- learn how to present your skills and experience to increase your chances of being invited to interview
- discover how to tailor your resume for the job/industry of your choice.





What is a Resume &
what to include?



What is an EOI (Expression
of Interest) & what to
include?



Making the most of an
Internship

ANU
CAREERS



Australian
National
University

ACTIVITY 1 - ICE-BREAKER

What is the purpose of a Resume?

WRITE your comments into
the **CHAT BOX** of **ZOOM**



Australian
National
University

ANU CareerHub - Definition of a Resume ...

“Your resume is your self-marketing tool that aims to convince an employer that you: Can do the job. Want to do the job. Fit into the organisation's culture”.



Australian
National
University

WRITING A RESUME



ACTIVITY 2 - WATCH THE VIDEO

... AUSTRALIA - ENGINEERING INTERN AND GRADUATE RESUME TIPS

(TO LISTEN AND WATCH THE VIDEO PLEASE
DO NOT USE YOUR HEADPHONES)



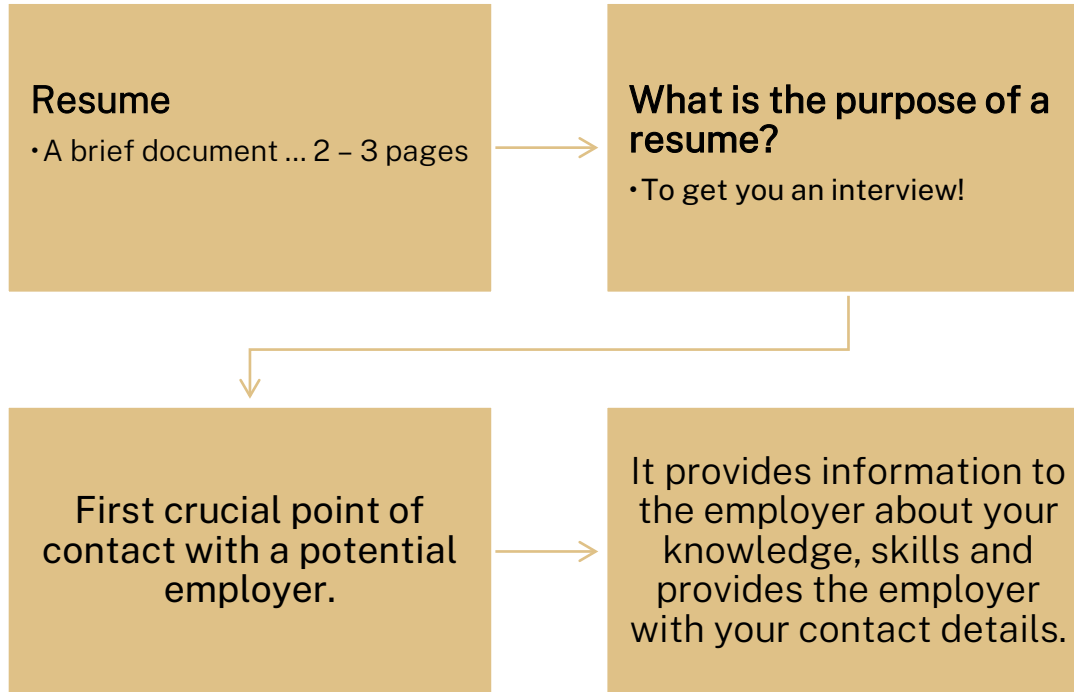
What are your take-aways from the video?

WRITE your comments into
the **CHAT BOX** of **ZOOM**



Australian
National
University

A brief journey with you Resume ...



Research the Company

Understand the company you are applying to ...

- Work place culture
- Philosophy
- Values

Know what role you are applying for ...

- What skills are required
- What experience they are looking for
- What type of person



Australian
National
University

Include all relevant Information

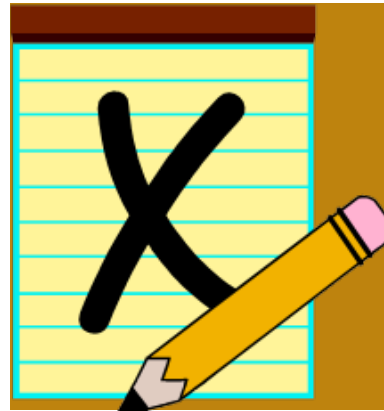
- Name & contact details
- Career Objective / Career Statement / Profile / Career Summary
- Education / Qualifications / Awards
- Skills Summary
- Languages
- Relevant Work History (includes placements, internships)
- Other Work History (casual jobs)
- Publications / Conferences / Research Grants
- Courses Attended / Relevant Training
- Professional Memberships
- Residency status / work visa (if applicable)
- Extra curricular activities / Volunteer Work
- Referees



Australian
National
University

Common Mistakes

- Spelling and grammatical errors
- Font too small
- Obvious 'cut and paste'
- Too wordy, too brief, poor wording
- Not tailored for the vacancy or organisation
- Not clear, leaves reader with questions
- Fancy gimmicks (borders, highlighting, underlining, many fonts)
- 'Fun' email address
- Lack of detail about your studies
- Overstated claims, bluffing
- Incorrect contact details



Australian
National
University

Sample resume (graduate/professional position)

1

Frank Ashbury
27 Appleby Rd
Chapman ACT 2611
0412 345 678
frank.ashbury@gmail.com

2

OBJECTIVE

Driven and energetic, I am seeking to start my career in investment banking by using my strong communication and problem-solving skills and further developing my leadership skills in a graduate position with a leading multinational investment bank. With a solid academic foundation in finance and accounting to this position, as well as practical experience in commercial litigation, I am keen to apply and grow my skillset in the auditing and legal areas of ABC Bank.

3

EDUCATION

2017 – expected completion March 2020
Bachelor of Laws/Bachelor of Commerce, Australian National University
Distinction average.

Mar-Aug 2018
Semester exchange to the National University of Singapore (NUS)
Focused on courses in **Business Analytics** at the NUS Business School

2016
Narabundah College, ACT. ATAR: 99.4

4

SKILLS SUMMARY

Communication

- Developed strong oral communication skills through my role as Community Volunteer with Oxfam Australia, presenting Oxfam's work at community groups and schools, tailoring my language to different audiences.

Teamwork

- Strong team work skills, illustrated through my role with FINSOC where I managed a team of five students from diverse backgrounds, supporting and integrating their unique skillsets to our work of organizing a networking events series.

Problem solving

- Demonstrated effective problem-solving skills during my internship at WeInvest, combining a range of unrelated databases into a comprehensive profile of young investors, which resulted in a 85% increase in WeInvest website traffic.

Information Technology

- Developed advanced statistical analysis skills at ANU and NUS Business School, and confident in using statistical programs (Stata, R and MS Excel) to provide in-depth insights into business problems such as in my roles at WeInvest and Oxfam.

PROFESSIONAL EXPERIENCE

March 2018 – present

- Paralegal, Smith & Partners, commercial law firm, ACT
- Drafting legal documents and providing briefs to council on current cases
 - Legal administration for commercial litigation matters. Trial preparation, including interviewing clients

5

Dec 2017 – Feb 2018

- Intern, WeInvest, ACT
- Contributed to a project aimed at increasing participation of 'young' investors (under 30s) in online trading
 - Researched and analysed the characteristics of 'young' investors client base utilising various open access sources such as LinkedIn, ASX annual reports and ABS data
 - Created a targeted social media marketing campaign based on my research, which increased site visits to WeInvest by 85% between Jan-Feb 2018

SHARE SCREEN



Australian
National
University

SHARE SCREEN

- 1
- 2
- 3
- 4
- 5
- 6
- 7

ADDITIONAL EXPERIENCE

6

Mar 2017 – present

Committee member, Finance & Banking Society (FINSOC) – ANU Branch

- Led the development and implementation of marketing and promotional materials for events
- Grew membership base by 25% in 2018 through coordinating a targeted events series for first-year students

Feb 2015 – Nov 2016

Retail Assistant, David Jones, ACT

- Provided high quality customer service, including responding professionally to customer inquiries and requests
- Maintained and restocked inventory
- Handling cash and EFTPOS transactions

VOLUNTEER EXPERIENCE

Mar – Nov 2017

Oxfam Australia community volunteer, Canberra chapter

- Delivered presentations of Oxfam's work at community groups and local schools to increase awareness
- Managed the local group's Facebook and Instagram pages including content contributions, responding to comments and providing basic website traffic analytics to inform future activities

2015 – 2017

Rugby League coach for under 14s, Weston Creek Rugby Club

OTHER ACHIEVEMENTS

2018

ANU College of Business & Economics Undergraduate Merit Award for outstanding academic achievements in Finance

PROFESSIONAL MEMBERSHIPS

7

2017 – present

Student member, Financial Services Institute of Australasia (FINSIA)

REFEREES

Sam Smith

President
FINSOC
02 6123 4567
sam.smith@smithandpartners.com.au

Tracey Johnson, Finance Analyst

Supervisor
Weinvest Pty. Ltd.
02 6123 7890
tracey.johnson@weinvest.com.au



Australian
National
University

WRITING AN EXPRESSION OF INTEREST (EOI)



What is the difference between an EOI & a cover-letter?

*“Like a cover letter, an expression of interest accompanies an up-to-date resume. However, **expressions of interest are more general than cover letters, as they focus on the writer's qualities and the value they'd bring to the company rather than addressing specific criteria**”.*

Source: indeed (2022)



Purpose of an Expression of Interest (EOI)

To get to the next stage....

Employers want to know:

- 1. Can you do the job?**
 - Skills, knowledge, qualities
- 2. Do you want to do the job?**
 - Are you motivated and can show an understanding of the role?
- 3. Do you fit in the organisation's culture?**
 - Do your values align?



How to Write an Expression of Interest

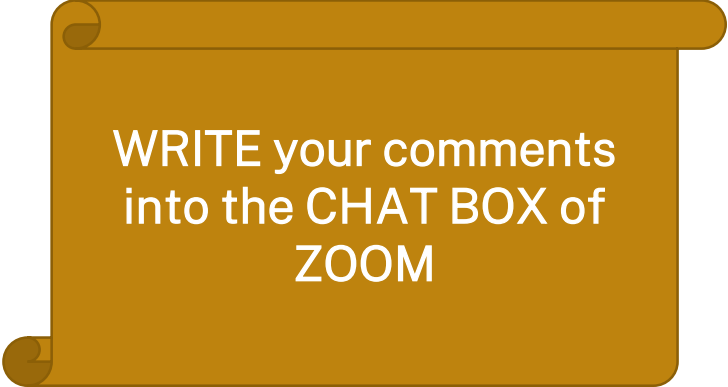
1. Research the company thoroughly
2. Address the right person
3. Customise each letter
4. Include all the necessary information
5. Write a solid opening paragraph
6. Detail your qualifications and work experience
7. Explain why you think you would suit the role
8. Explain what you think you would gain from the internship
9. Edit your cover letter



Let's look at a current opportunity....

<https://cecs.anu.edu.au/current-students/computing-internship-gosource-pty-ltd-0>

What would be some of the steps you would take if you wanted to apply?



**WRITE your comments
into the CHAT BOX of
ZOOM**

How to make the most of your Internship

- Industry Insight
- The Beginnings of a Professional Network
- A Stronger Resume
- A Stepping Stone to Employment
- A Confidence Booster



Think about 3 or 4 take-away points from today's Workshop

WRITE your comments into
the **CHAT BOX** of **ZOOM**



Australian
National
University

WEBLINKS

ANU CAREERS HOMEPAGE

[HTTPS://WWW.ANU.EDU.AU/STUDENTS/CAREERS-
OPPORTUNITIES/CAREERS](https://www.anu.edu.au/students/careers-opportunities/careers)

- CAREERS GUIDE (PGS 28/29) – RESUME EXAMPLES
- CAREERS TOOLKIT – CV-360 AND CV-BUILDER



Australian
National
University

THANK-YOU & ANY QUESTIONS?



CONNECT WITH US:

E - careers@anu.edu.au

W - careers.anu.edu.au

Facebook – www.facebook.com/ANUCareers

LinkedIn – www.linkedin.com/company/anu-careers

Career Hub – <https://careerhub.anu.edu.au>



Australian
National
University