jobaccelerator

Building an Impressive Resume

Learning Objectives

Leverage your career experience to create a personal and tailored resume that highlights your capability

Identify your relevant transferable skills, keywords and experience, and know what to leave out

Recognise your strengths and achievements to build a compelling first impression

Purpose of a Resume

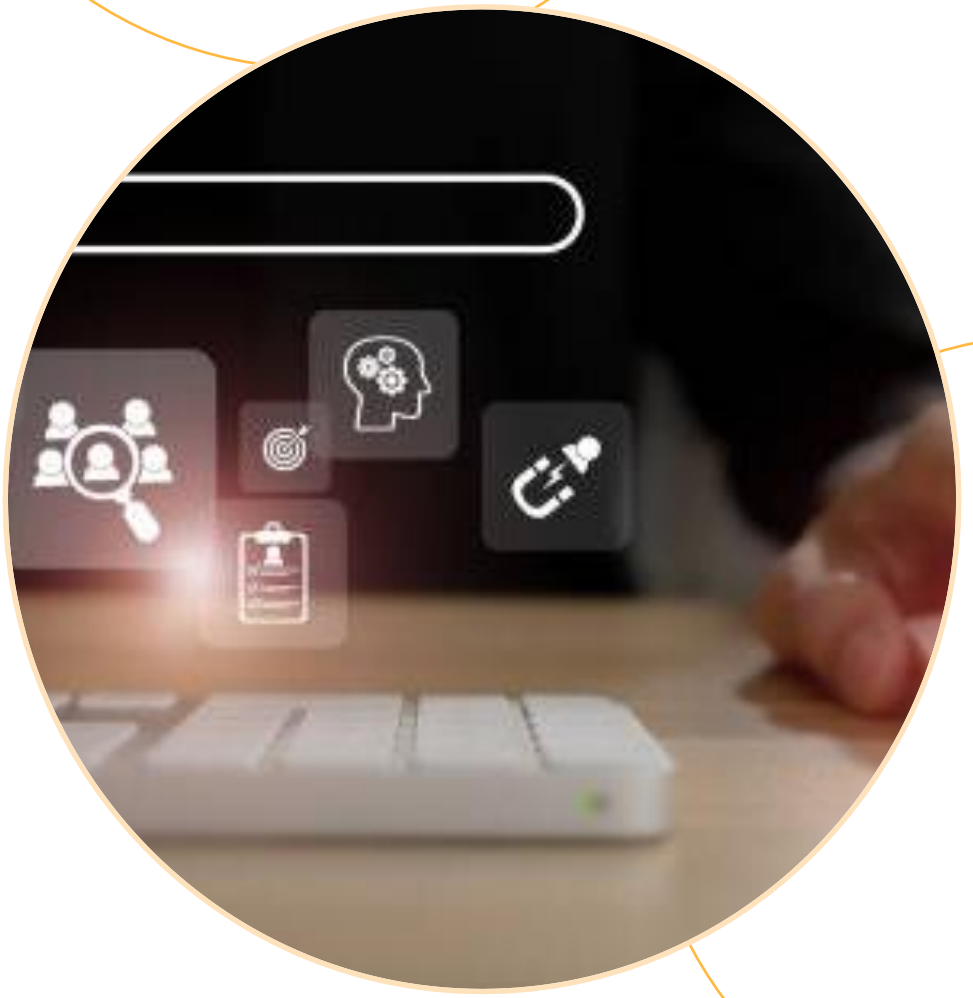
Screening Tool

Supports the hiring manager to selectively screen candidates for jobs

Marketing Tool

Helps you to promote your capability or skillset as a means of getting to the interview

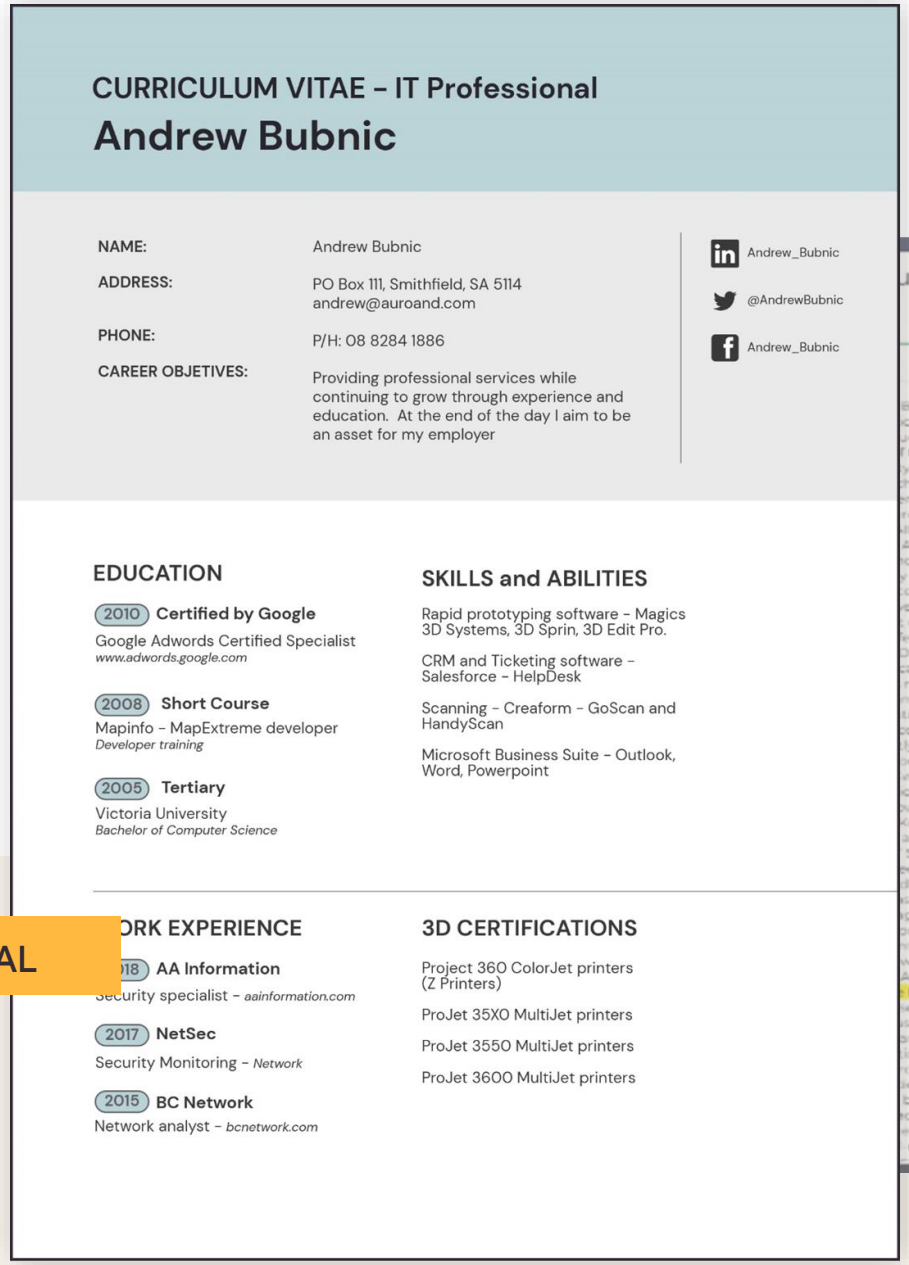
Application Tracking Systems



A **Resume Parser** is a program that breaks down your resume and tries to categorise the information into different sections to enable search and filtering functionality.

PDF view in ATS

ORIGINAL



CURRICULUM VITAE – IT Professional

Andrew Bubnic

NAME:	Andrew Bubnic
ADDRESS:	PO Box 111, Smithfield, SA 5114 andrew@auroand.com
PHONE:	P/H: 08 8284 1886
CAREER OBJETIVES:	Providing professional services while continuing to grow through experience and education. At the end of the day I aim to be an asset for my employer

Andrew_Bubnic
@AndrewBubnic
Andrew_Bubnic

EDUCATION

2010 **Certified by Google**
Google Adwords Certified Specialist
www.adwords.google.com

2008 **Short Course**
Mapinfo - MapExtreme developer
Developer training

2005 **Tertiary**
Victoria University
Bachelor of Computer Science

SKILLS and ABILITIES

Rapid prototyping software - Magics 3D Systems, 3D Sprin, 3D Edit Pro.

CRM and Ticketing software - Salesforce - HelpDesk

Scanning - Creaform - GoScan and HandyScan

Microsoft Business Suite - Outlook, Word, Powerpoint

ORK EXPERIENCE

018 **AA Information**
Security specialist - *aainformation.com*

2017 **NetSec**
Security Monitoring - *Network*

2015 **BC Network**
Network analyst - *bcnetwork.com*

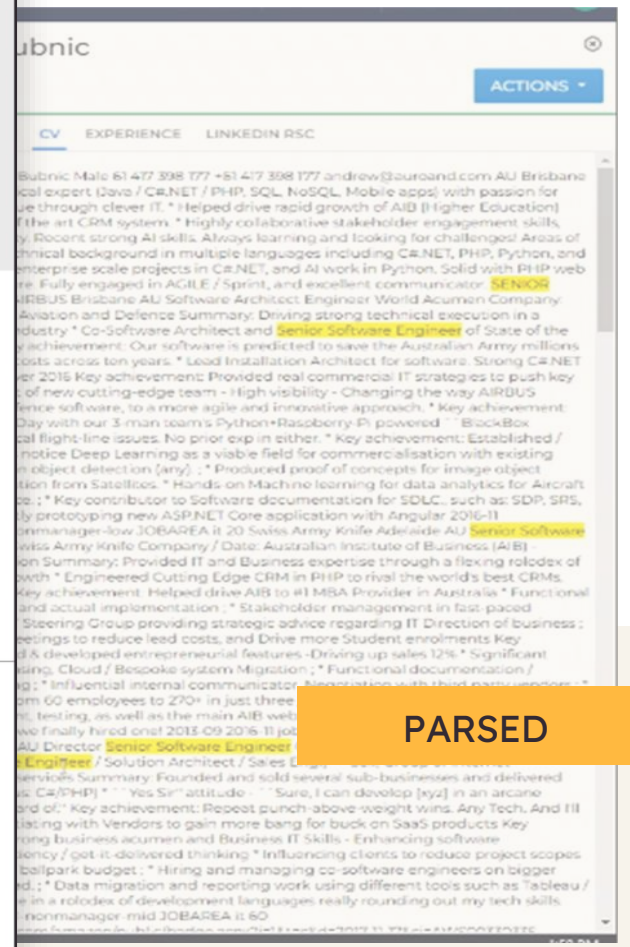
3D CERTIFICATIONS

Project 360 ColorJet printers (Z Printers)

ProJet 35X0 MultiJet printers

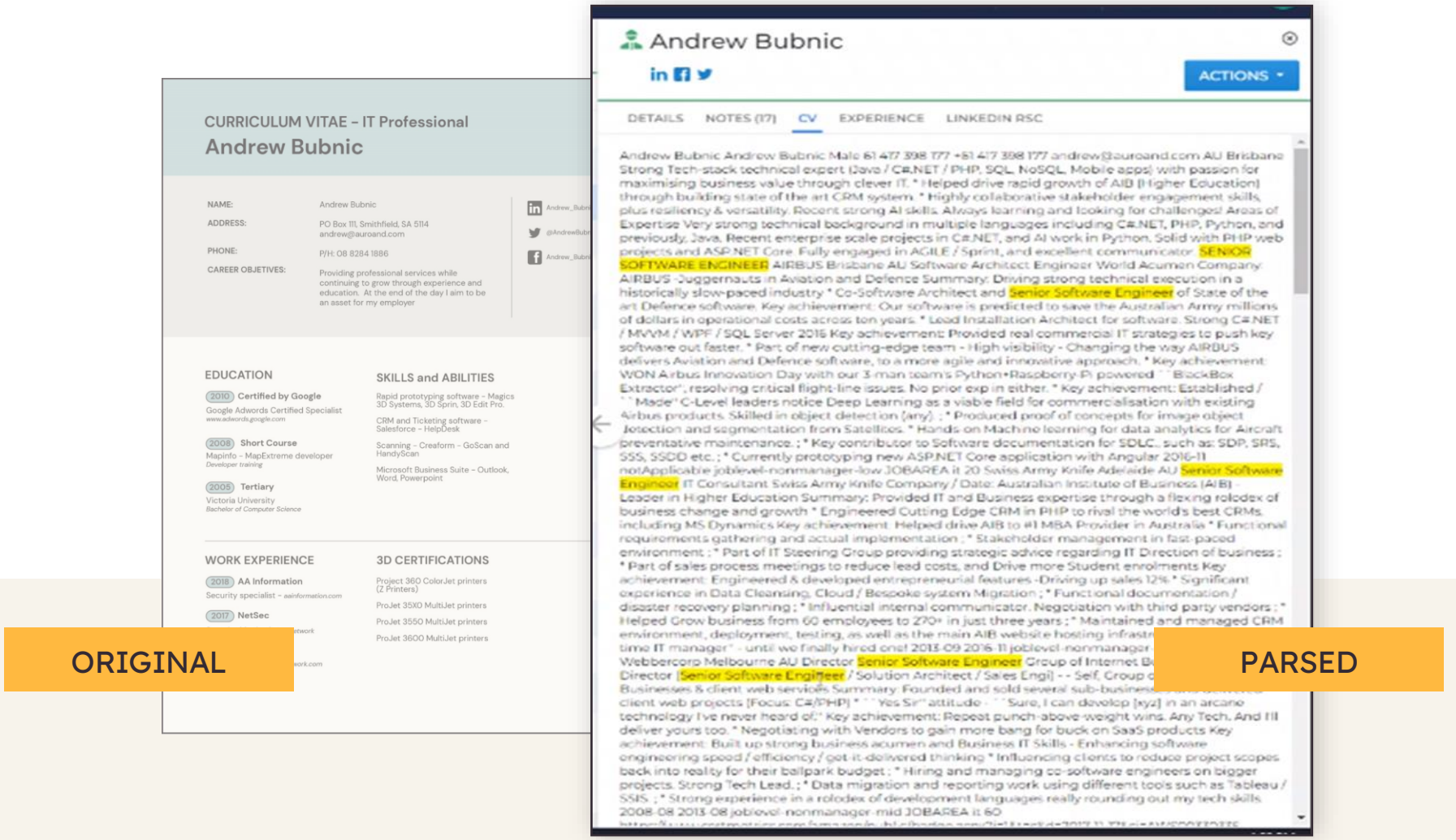
ProJet 3550 MultiJet printers

ProJet 3600 MultiJet printers



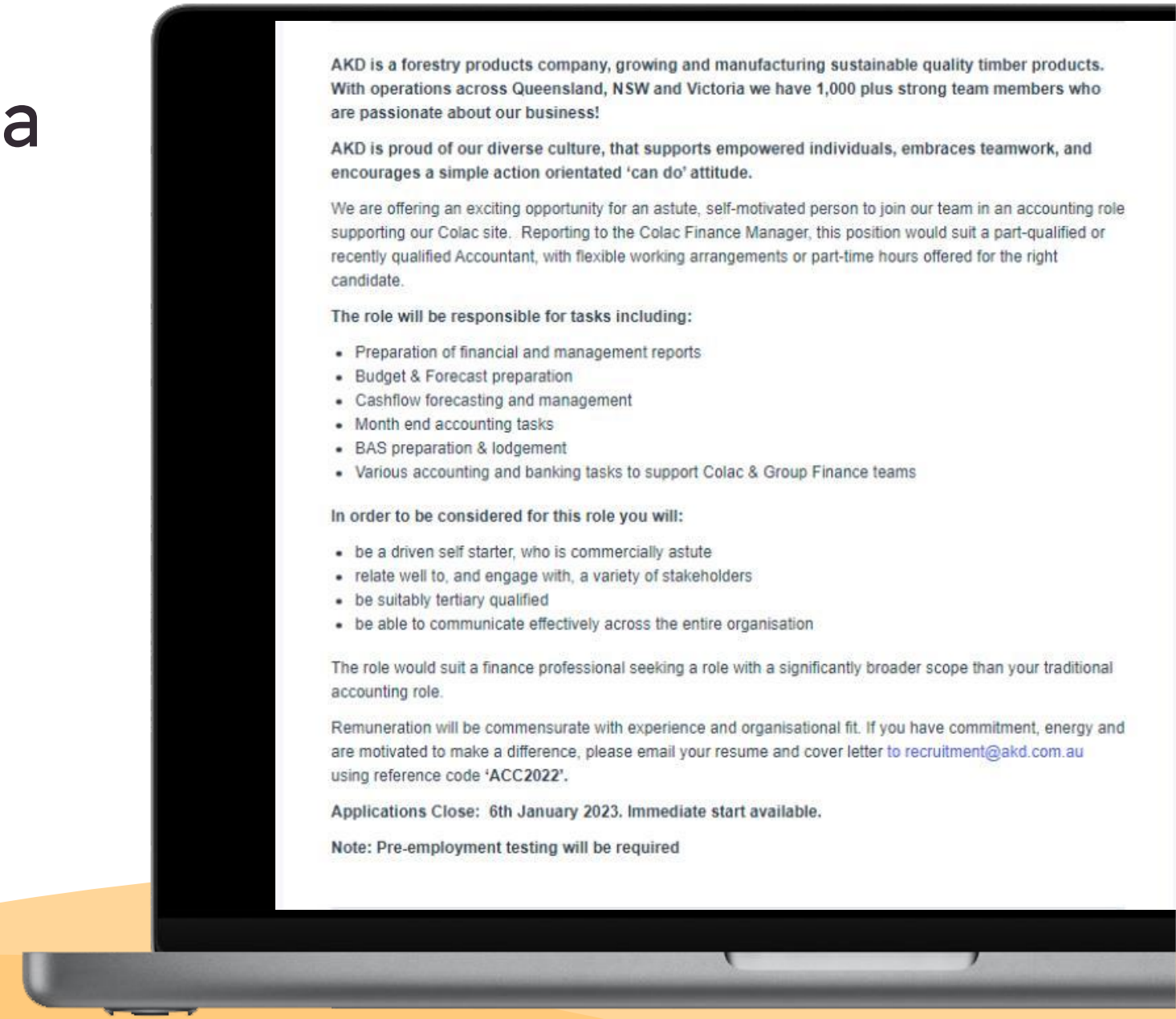
PARSED

PDF view in ATS



Advertisement Criteria

- About the Company
- Key Functions, Scope and Focus of role
- Qualifications required
- Skills and Experience to succeed



AKD is a forestry products company, growing and manufacturing sustainable quality timber products. With operations across Queensland, NSW and Victoria we have 1,000 plus strong team members who are passionate about our business!

AKD is proud of our diverse culture, that supports empowered individuals, embraces teamwork, and encourages a simple action orientated 'can do' attitude.

We are offering an exciting opportunity for an astute, self-motivated person to join our team in an accounting role supporting our Colac site. Reporting to the Colac Finance Manager, this position would suit a part-qualified or recently qualified Accountant, with flexible working arrangements or part-time hours offered for the right candidate.

The role will be responsible for tasks including:

- Preparation of financial and management reports
- Budget & Forecast preparation
- Cashflow forecasting and management
- Month end accounting tasks
- BAS preparation & lodgement
- Various accounting and banking tasks to support Colac & Group Finance teams

In order to be considered for this role you will:

- be a driven self starter, who is commercially astute
- relate well to, and engage with, a variety of stakeholders
- be suitably tertiary qualified
- be able to communicate effectively across the entire organisation

The role would suit a finance professional seeking a role with a significantly broader scope than your traditional accounting role.

Remuneration will be commensurate with experience and organisational fit. If you have commitment, energy and are motivated to make a difference, please email your resume and cover letter to recruitment@akd.com.au using reference code **'ACC2022'.**

Applications Close: 6th January 2023. Immediate start available.

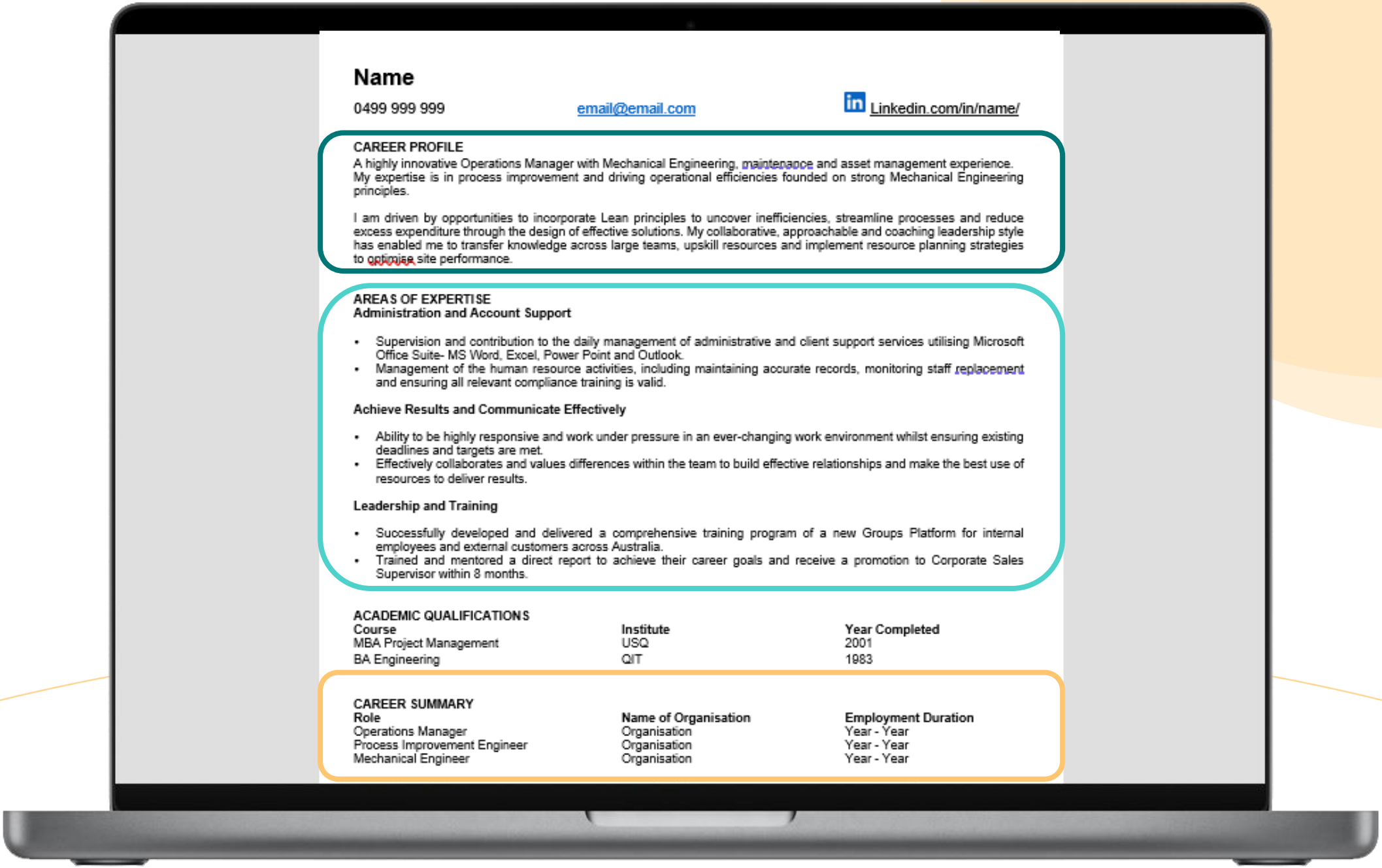
Note: Pre-employment testing will be required

Identifying Key Words & Creating a Stronger Match

Look at key the job advertisement, PD and resources online to determine the key criteria employers are looking for when recruiting a position

Review responsibilities and achievements listed and determine the most relevant and impactful ones

Highlight words in your achievements, responsibilities and attributes that could be changed to better mirror the key words listed in the PD.



Name

0499 999 999 email@email.com Linkedin.com/in/name/

CAREER PROFILE

A highly innovative Operations Manager with Mechanical Engineering, maintenance and asset management experience. My expertise is in process improvement and driving operational efficiencies founded on strong Mechanical Engineering principles.

I am driven by opportunities to incorporate Lean principles to uncover inefficiencies, streamline processes and reduce excess expenditure through the design of effective solutions. My collaborative, approachable and coaching leadership style has enabled me to transfer knowledge across large teams, upskill resources and implement resource planning strategies to optimise site performance.

AREAS OF EXPERTISE

Administration and Account Support

- Supervision and contribution to the daily management of administrative and client support services utilising Microsoft Office Suite- MS Word, Excel, Power Point and Outlook.
- Management of the human resource activities, including maintaining accurate records, monitoring staff replacement and ensuring all relevant compliance training is valid.

Achieve Results and Communicate Effectively

- Ability to be highly responsive and work under pressure in an ever-changing work environment whilst ensuring existing deadlines and targets are met.
- Effectively collaborates and values differences within the team to build effective relationships and make the best use of resources to deliver results.

Leadership and Training

- Successfully developed and delivered a comprehensive training program of a new Groups Platform for internal employees and external customers across Australia.
- Trained and mentored a direct report to achieve their career goals and receive a promotion to Corporate Sales Supervisor within 8 months.

ACADEMIC QUALIFICATIONS

Course	Institute	Year Completed
MBA Project Management	USQ	2001
BA Engineering	QIT	1983

CAREER SUMMARY

Role	Name of Organisation	Employment Duration
Operations Manager	Organisation	Year - Year
Process Improvement Engineer	Organisation	Year - Year
Mechanical Engineer	Organisation	Year - Year

What is your Career Profile?

A Career Profile summarises your professional experience and knowledge by sharing the What, How and Why in a succinct story

Resume | Elevator Pitch | LinkedIn | Interview

Career Profile

A Customer Success Manager and Sales Administrator with over 15 years experience in the Financial Services Industry. I have a customer experience focus and passion for delivering quality customer and client care at all times.

My collaborative and proactive nature enables me to effectively streamline process and procedures to maximize efficiencies and meet business requirements.

I have been responsible for coordinating events, building authentic relationships and maintaining data integrity. My excellent communication skills allow me to take a proactive approach when working with all stakeholders to identify and understand their needs to create innovative and commercially focused outcomes.

I have a passion for expanding my knowledge, with a willingness to learn new skills for ongoing self-improvement.

Descriptor + professional title with...

Describe amount and type of relevant experience

...Industry background in...

Describe industry experience

Also possess...

Describe your work approach or specialist skills

Genuinely motivated by/strongly interested in...

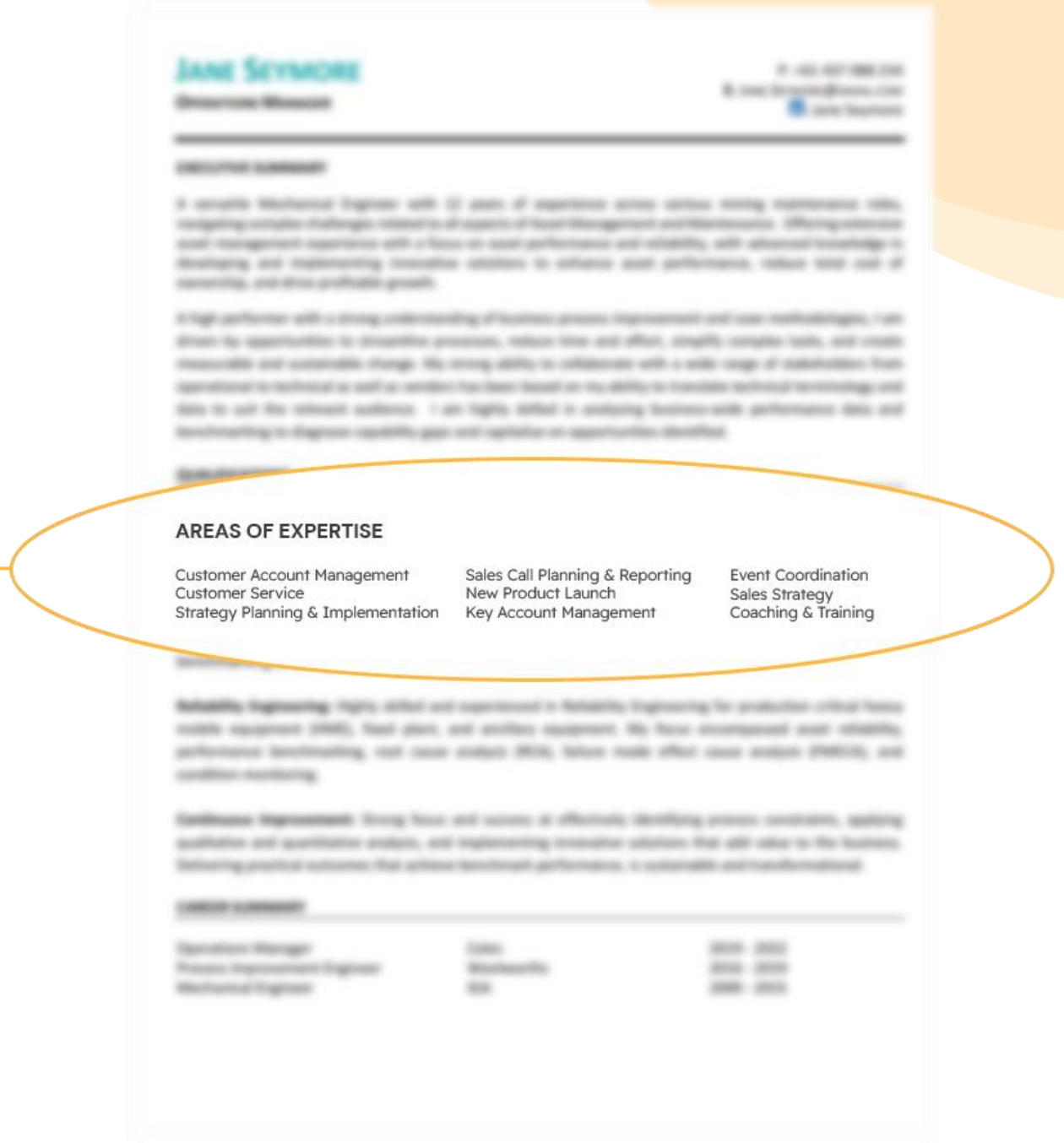
Describe what motivates or interests you at work

Expertise | Key Skills

- Identify key themes of Functions and Skills required for the role
- Use these Functions | Skills as subheadings
- Select the most relevant examples of your experience for each
- Can be a list, bullet points, or paragraphs

Expertise

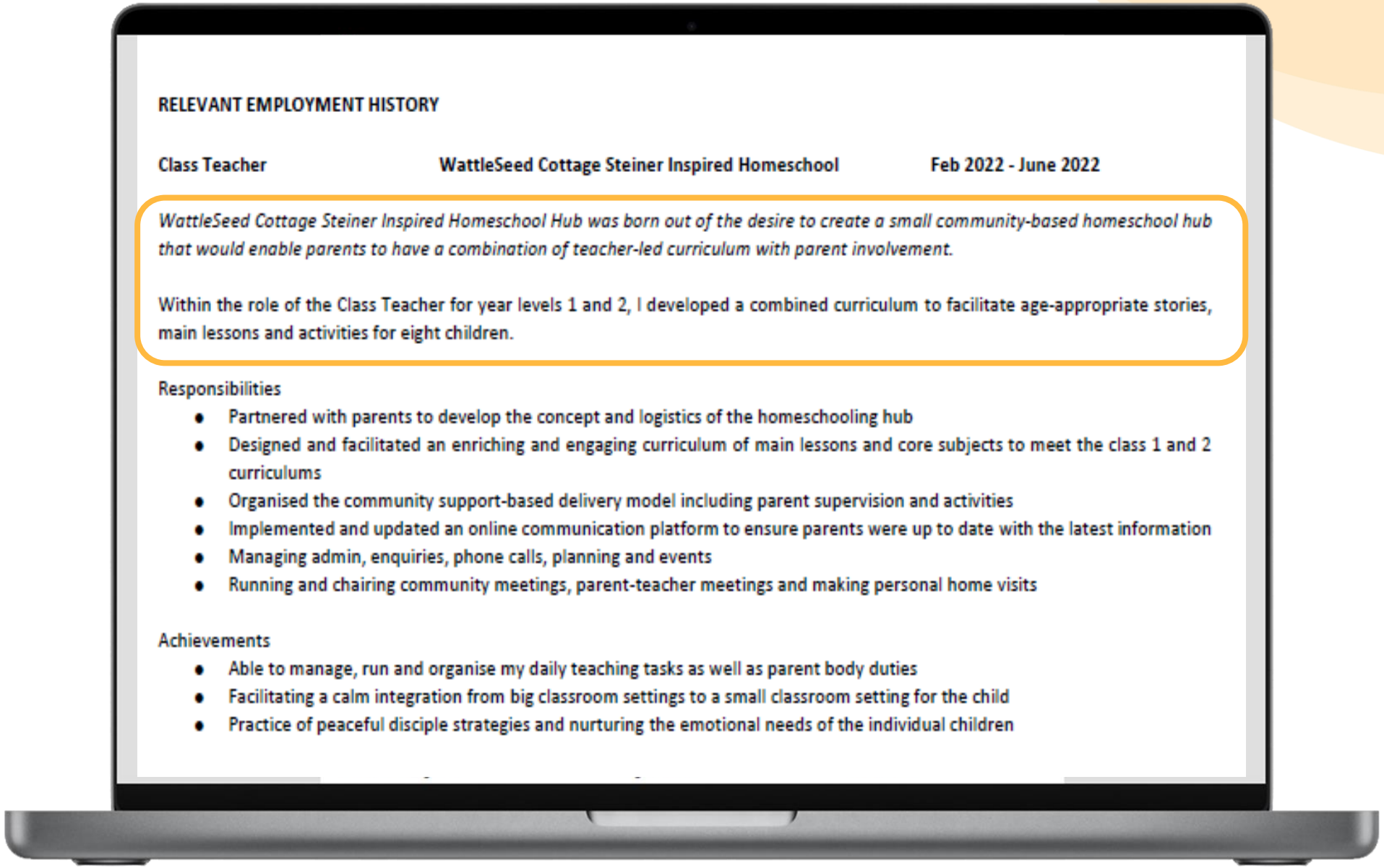
In list format



AREAS OF EXPERTISE

Customer Account Management	Sales Call Planning & Reporting	Event Coordination
Customer Service	New Product Launch	Sales Strategy
Strategy Planning & Implementation	Key Account Management	Coaching & Training

Experience Page 2 - 4



RELEVANT EMPLOYMENT HISTORY

Class Teacher **WattleSeed Cottage Steiner Inspired Homeschool** **Feb 2022 - June 2022**

WattleSeed Cottage Steiner Inspired Homeschool Hub was born out of the desire to create a small community-based homeschool hub that would enable parents to have a combination of teacher-led curriculum with parent involvement.

Within the role of the Class Teacher for year levels 1 and 2, I developed a combined curriculum to facilitate age-appropriate stories, main lessons and activities for eight children.

Responsibilities

- Partnered with parents to develop the concept and logistics of the homeschooling hub
- Designed and facilitated an enriching and engaging curriculum of main lessons and core subjects to meet the class 1 and 2 curriculums
- Organised the community support-based delivery model including parent supervision and activities
- Implemented and updated an online communication platform to ensure parents were up to date with the latest information
- Managing admin, enquiries, phone calls, planning and events
- Running and chairing community meetings, parent-teacher meetings and making personal home visits

Achievements

- Able to manage, run and organise my daily teaching tasks as well as parent body duties
- Facilitating a calm integration from big classroom settings to a small classroom setting for the child
- Practice of peaceful disciple strategies and nurturing the emotional needs of the individual children

Responsibility Statements

GOOD

Responsibilities

- Delivered learning solutions
- Technical documentation and user manuals
- Worked with all business units

BETTER

Responsibilities

- Worked with business leaders, people managers and support roles to deliver agile and fit for purpose learning solutions
- Designed and developed technical documentation and user manuals ensuring ease of use
- Maintained a full understanding of the various business units and their specific training requirements

Value of Strong Achievement Statements

1. Demonstrate your measurable value
2. Provide examples of excellence in performance
3. Grabs the reader's attention
4. Separates you from the competition
5. Exemplifies your competencies
6. Increases your chances of securing an interview

Crafting Stronger Achievements

Not Ideal

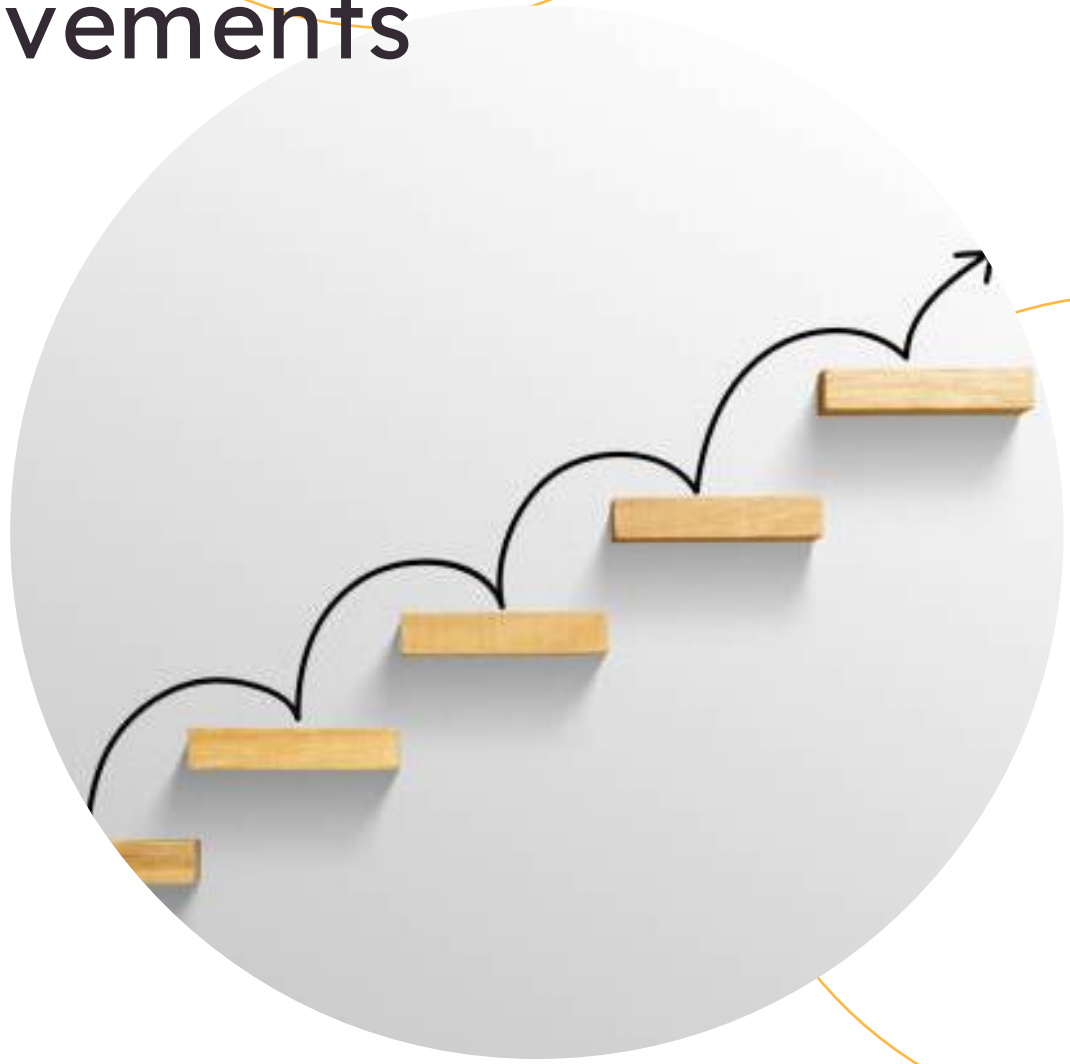
"Reduced warehousing and distribution costs for the business"

Better

"Reduced warehousing and distribution costs during the global economic downturn by outsourcing these functions"

Best

"Achieved an 18% saving on warehousing and distribution costs during the global economic downturn by strategically outsourcing these functions"



References

- Stating ‘Available on request’ enables you to select the most relevant reference based on the interview and role
- Avoid sharing personal contact details unless specifically requested
- When asked for referee details, provide name, position, relationship to you and work contact details
- Always ask for permission before listing someone as a reference

Share your Story

- Additional Training
- Volunteer Work
- Memberships and Affiliations
- Awards
- Publications
- Accreditations

Resume Resources on Learning Hub

25 resources

Your application toolkit

Explore how to create an impressive resume, craft cover letters, and build yo...

17 resources

Job search strategy

Leverage your network, find advertised roles and partner with recruiters and...

Your application toolkit

Explore how to create an impressive resume, craft cover letters, and build your online brand.

Capability area

- [ ] Build an impressive resume
- [ ] Building your online brand and presence
- [ ] Crafting cover letters and selection criteria

Content type

- [ ] Activity
- [ ] Article
- [ ] Podcast
- [ ] Video

25 resources

Pick a resume template

Selecting the most appropriate resume template to share your story is the first step to success. Choose from one our templates to get...

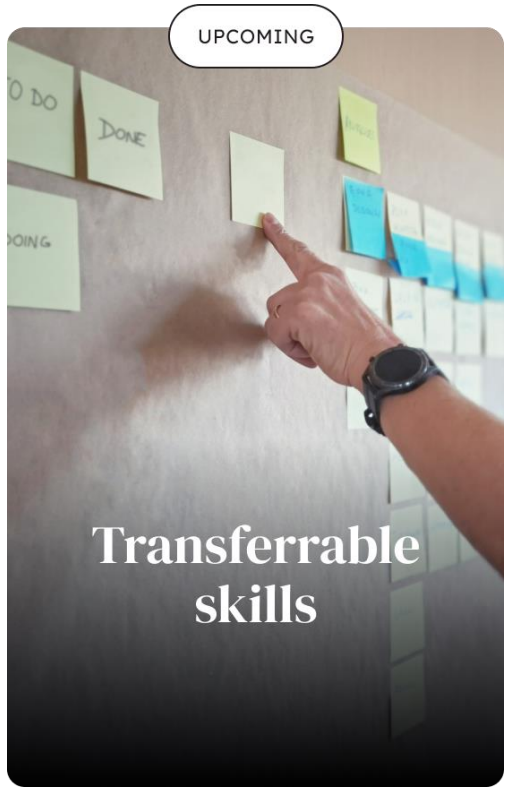
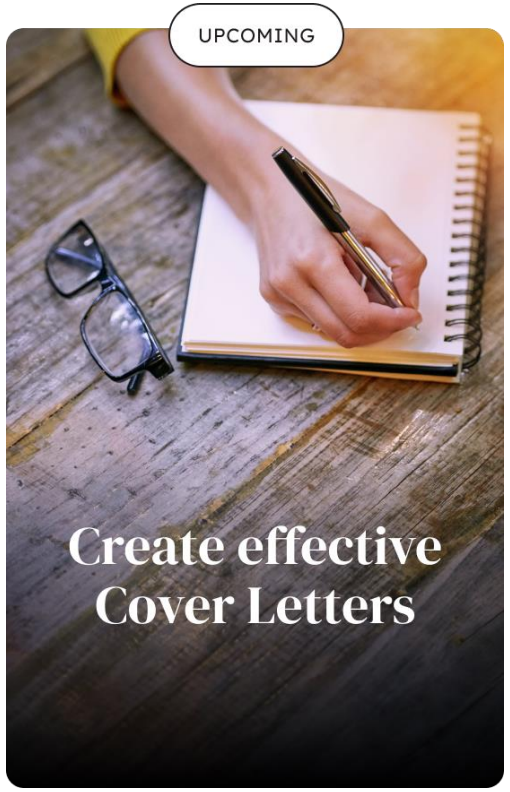
jobaccelerator · Activity · 5min read

Getting started on your resume

An introductory to the key aspects of creating a standout resume.

jobaccelerator · Video · 5min read

Resume writing do's and don't

jobaccelerator · Video · 2min read

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