

# Berkeley Global Internships

## Sydney, Australia - Resume Guidelines

### Recommended format

- An Objective Statement is now considered out dates, so it's best to leave it off.
- Sections to include:
  - **Personal** details – first and last name (in that order), contact email, and LinkedIn profile.
  - **Education** details - University only, include relevant projects and/or research activities from your degree. Could also include links to any relevant online portfolios/project work etc.
  - **Employment** details - can separate into 'Relevant' and 'Other'. Start with most recent and work back.
  - **Extracurricular** university, community or sporting involvement
  - **Additional Skills** - include specialized skills such as specific software or foreign languages.
  - **Hobbies/Interests** (optional, but recommended if there isn't much to include in Employment or Extra-curricular)
  - **References** - To save space simply add 'References available upon request'. You can provide Recommendation Letters in your application if you wish.

### Tips

- **Please save your document** as a PDF with the title: 'First name last name – Resume'
- 2 pages maximum.
- DO NOT include a photo, your age/date of birth or relationship status
- For your contact details, make sure you have a professional sounding email address like *firstname.lastname@gmail.com*, no one will be impressed by *beernfootyguy69@yahoo.com*.
- GPA is not necessary unless it's really impressive.
- Keep it recent and relevant: don't include anything pre-university (unless there is something particularly unique or compelling)
- Don't underestimate the value of the great skills you've developed working in the retail or hospitality industry, but don't list the obvious like 'cash handling'. Instead, be specific and give examples of how you've developed skills such as customer service, problem solving or working under pressure.
- Include 2 – 5 action statements (dot point) to describe each experience. These action statement should start with a verb and demonstrate skills and achievements. E.g., *Deliver weekly online training for new CRM users in how to create customer records, track leads, and create automated messages.*
- Check your formatting! Print it out or look at the document zoomed out on your computer screen. Do the margins line up, is it evenly spaced, are the titles and dates consistent, how is the font?

Resume example, 2 pages maximum

## Jane Intern

[jane.intern@gmail.com](mailto:jane.intern@gmail.com)

[www.linkedin.com/in/janeintern](http://www.linkedin.com/in/janeintern)

### EDUCATION

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**Bachelor of Commerce (Marketing)** May 2024 (Expected)  
**University of Sydney**

- **Honours:** Dean's List (Spring 2022 semester), National Society of Collegiate Scholars, Dean's Scholarship for Outstanding GPA (Fall 2021 semester)
- **Relevant Coursework:** Marketing Principles, Marketing Strategy and Planning, Building and Managing Brands, Advertising: Creating Principles, International Marketing

### EMPLOYMENT

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**Social Media, PR and Events Officer** June – Dec 2022  
**Boston Interactive**

- Planned and executed a launch party for a client's new store
- Conducted research to create and execute new marketing initiatives to pitch to clients
- Liaised with the wider office team to coordinate weekly staff meetings.

**Customer Service Representative** June 2020 – June 2021  
**Nemo Inc.**

- Maintained customer databases and generated weekly analytics reports
- Established positive rapport with customers quickly and efficiently
- Managed ingoing and outgoing calls to customers related to shipment issues, working to solve problems in a timely manner, ensuring that customers were happy to continue doing business with the company in the future.

### EXTRACURRICULAR

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**Marketing Officer** Feb 2021 – Feb 2022  
**Toastmasters Society, University of Sydney**

- Coordinated successful EDM, Facebook and Snapchat campaigns, resulting in an increased social media presence and 30% rise in membership sign-ups over 3 months.
- Organised volunteers for biannual fundraiser, raising \$10,000.

**Captain** Sept 2021 – Present  
**Goalkeeper** Sept 2020 – 2021  
**University of Sydney Field Hockey Team**

- Mentor junior members in pre-season sessions
- Run summer training camp for team
- Organise weekly team meeting and dinner

## **ADDITIONAL SKILLS**

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- Fluent in Mandarin and Portuguese
- Working proficiency in Adobe Suite (Photoshop, Illustrator and InDesign)
- Basic proficiency in Java, Python and C++
- Adept user of Instagram, Facebook and Twitter for marketing purposes

## **INTERESTS/HOBBIES**

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- Volunteering: I walk dogs every weekend for the local animal shelter and I have been on volunteer trips to Brazil to work in an orphanage during Summer 2021 and to China to clean up trash along the Great Wall during spring break in 2022.
- Blogging: I have my own blog ([www.janeinternblog.com](http://www.janeinternblog.com)) where I track and analyse the current marketing campaigns for my favourite brands such as Quiksilver, Nike and H&M.

**References available upon request**