

JANE SMITH

PUBLIC RELATIONS EXECUTIVE

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We use this critical real estate to write a compelling summary that articulates what you offer and persuades the reader that you are the strongest candidate

KEY SKILLS

- We work with you to understand and articulate your key skills and what you offer to potential employers
- We talk about your previous experience and how you add value
- We don't just talk about generic skills that almost everyone has. We delve into your work history to find the moments that you have shined.
- We get to know your personality so we can articulate who you are and how you fit into teams
- We don't just position you for your next role, we prepare you for career leaps!

CAREER SUMMARY

Position | Company Name

Date - Date

Position | Company Name

Date - Date

Position | Company Name

Date - Date

DETAILED EXPERIENCE

Role | Company

Dates

We assist potential employers understand the company's you have worked within the past and highlight the contributions you have made to their operations and success.

- Our unique and personalised consultation process helps you identify your achievements
- We write these in a persuasive and compelling manner to help potential employers understand what you offer and the contribution you would make to their business
- We don't just state it, we help you demonstrate it. We strengthen your resume by using quantifiable data that provides evidence of your skills and experience

EDUCATION

Qualification | Provider

Date

Qualification | Provider

Date

ADDITIONAL INFORMATION

Languages:

We include these if you are bilingual or multilingual

Community involvement:

Do you volunteer, help coach the local sports team? Telling potential employers how you spend time outside of work can often help build rapport

Licenses:

We include these if you have them and/or the job requires them

Interests:

We like to include your authentic interests. Things like reviewing movies on a blog, climbing Mount Everest, deep sea fishing or travelling around Australia in a campervan are all more engaging than your typical reading and watching movies.