



The Australian resume

The Australian resume is very different from other styles in both its structure and its content. As a consequence, a foreign candidate who wishes to apply in Australia should create an Australian version of his resume. Here are some tips that can help you:

General remarks:

- The Australian resume is **longer and much more detailed** than others. It is often more than three pages long and Australian recruiters are used to receiving long resumes.
- You should **not include a photograph** unless you are told to do so.
- Be **precise**. For example, when you give the dates of your different jobs, give the month and year when you began and ended your mission, along with how long you stayed and the exact title of your position.

The different sections:

- First of all, the **“Contact details”** section in which you must clearly indicate your full name, phone number, e-mail, and the type of visa you currently possess (Working Holiday, De Facto, Looking for sponsorship...). You can also add your nationality but you don't have to indicate your date of birth.
- In addition to the traditional sections (Education, Professional Experience, Interests), you can add a section entitled **“Career objective”** in which you can define your professional expectations in a couple of sentences. This section is generally placed at the beginning of your resume and gives the potential employer an outline of your motivation.
- The addition of a **“Career Profile”** or “Career Summary” section can be quite useful. There, you can explain in a few lines your professional experience and show your profile. It is a quick way for the recruiter to know your profile even before reading your work experiences.
- The Australian resume being quite long, you can add a **“Career summary”** section if you have been in the work force for quite a while. The “Professional Experience” section is compulsory. You must detail the positions you held, the name of the firm you worked in and where you worked. You may use bullet

points and action verbs. The best thing to do would be to divide your professional experience in three parts: a quick summary of what the firm does, the tasks you were doing, and your **“key achievements”**, that is to say what you accomplished on top of what you had to do. If you have a very diverse professional career you can always put your **“relevant work experience”** first, (that experience you consider to be really relevant to the job you’re applying for, and your **“other work experience”** where you can mention the other positions you have held (barman, etc.).

- The **“Education”** section is not a major one in the resume. You just have to mention which degrees you have and when and where you studied. If you have a diploma equivalent to an Australian one, mention it and be accurate. If not, try to explain to what Australian diplomas yours could correspond to, because Australian companies don’t usually know the “value” of foreign diplomas.
- Don’t forget the section **“Activities and interests”** in which you will mention your extra-curricular activities.
- As with other Anglo-Saxon resume styles, **“referees”** or **“references”** are compulsory but you can choose between two options. You can either give the names & contact details of your referees directly or write “referees available upon request”, which means you will give your references later. If you have good references, we advise you to give them directly as they can always be useful.

You can find below an example to show you how an Australian resume can look like along with a cover letter for an Business Development Manager.

Don’t forget that those are just pieces of advice and that resumes and cover letters must be personal! They have to show your motivation. No matter what professional experience you’ve had, the most important thing is to show what skills you can bring to a position.

We wish you luck for your job seeking and hope to hear from you very soon.

PAUL YGLOT

Mobile: 0404 040 404

Email: paul.yglot@polyglot.com.au

Visa: 457 until 4th February 2010

Nationality: French

25 Burton Street
Glebe, NSW, 2037

Career Objective

To apply my extensive experience in management to improve the efficiency and the effectiveness of the company's productivity and services.

Profile

I have experience in managing medium to large scale operations and running strategic projects in various international locations. I am an accomplished professional who values honesty, integrity and transparency.

Career Summary

June 2005 – Current	Koalaland Design, Sydney <i>General Manager</i>
February 2002 – May 2005	Global Uni West Company, Melbourne <i>Operations Manager</i>
January 2000 – January 2002	Express Lines 2626, Montreal <i>Operations Manager</i>
November 1996 – December 1999	Net Telecom 963, Paris <i>Logistics Manager</i>
October 1994 – October 1996	Net Telecom 963, Paris <i>Marketing Manager</i>
June 1992 – September 1994	Net Telecom 963, Nantes <i>Marketing Assistant</i>

Languages / Skills

French Mother Tongue

English Fluent

Polish Intermediate

Computer Skills High level of expertise: Word, Excel, PowerPoint, Internet, Photoshop, Illustrator

Professional Experience

June 2005 – Current

**Koalaland Design, Sydney
General Manager/Business Development
Manager**

Koalaland Design is a small company of 25 people designing, creating and developing newspapers' ads for the Zoos in Australia.

Key responsibilities:

- Strategic and operational management of the company.
- Managed a team of 25 people including designers, accountants and sales persons.
- Developed and implemented new policies and standard procedures to facilitate an efficient working environment.
- Actively promoted the company to clients Australia-wide.
- Managed and controlled the recruitment process of new employees in line with the company's growth plan
- Ensured company activities were in-line with policy: quality management, customer focused service, legal stipulations and environmental policies.

Key achievements:

- Successfully developed the business by signing 20 new contracts.
- Increased the turnover by 35% during the 1st year.
- Co-managed the business expansion by opening 2 new business units in Melbourne and Perth.

February 2002 – May 2005

**Global Uni West Company, Melbourne
Operations Manager / General Manager**

Global Uni West Company is a worldwide insurance group which opened their first business unit in Australia in June 2001. They are currently present in 50 countries and have an annual turnover of €200bn. The Australian subsidiary has an annual turnover of approximately €3 billion.

Key responsibilities:

- Leadership, direction and management of executive team of 4 Senior Managers, 10 managers and 100 employees.
- Implemented internal control procedures to ensure an accurate and prompt response to customer enquiries.
- Trained warehouse operators on critical OH&S procedures.

Key achievements:

- Successfully contributed to the company's development in Australia by building a reliable and dedicated team.
- Increased the financial team by recruiting 50 new employees and thus developed the annual Australian turnover.
- Successfully implemented the Australian campaign by working closely with the marketing team.

Reason for Leaving: Relocating to Sydney.

January 2000 – January 2002

**Express Lines 2626, Montreal
Operations Manager (2-year contract)**

Express Lines 2626 is a Canadian company producing aluminum packages for food and beverages. The Group has an annual turnover of €15bn.

Key responsibilities:

- Initiated and implemented a quality cost control system throughout the organization which involved:
 - Redefining all manufacturing processes
 - Introducing work flow management techniques such as changing the setting and handling process from the goods reception area, production cycles and delivery.
- Increased production volumes and reduced damaged good levels by liaising with suppliers to redefine packaging, carriage and change of carrier procedures as well as creating a supplier notation and efficient system for following up all deliveries.

Key achievements:

- Sold the complete quality cost control system to 2 other companies in the USA.
- Increased the general performance by obtaining a rate of 97% good products (previously 85%).
- Increased the volume of sales by 20% by implementing new designs on products.

Other Work Experience

November 1996 – December 1999 Net Telecom 963, Paris
Logistics Manager

In charge of all the aspects of logistics, managing a team of 6 persons.

October 1994 – October 1996 Net Telecom 963, Paris
Marketing Manager

Planning and budgeting of commercial operations liaising with the Finance manager.

June 1992 – September 1994 Net Telecom 963, Nantes
Marketing Assistant

In charge of conducting market studies for the launch of new products.

Education

1996-1997 **Training HR Issues**
University of Paris

1991-1992 **Master in International Business**
Business School, Lille (France)

Sept 1990 – Feb1991 **One semester at the university of Exeter (UK)**

1988-1990 **Bachelor in Marketing**
University of Paris

Activities and Interests

Reading historical books

Sports: Swimming and Sailing

Full driving license and car available

Referees

Please note that referees are available upon request

Mr Paul Yglot
25 Burton Street
Glebe
NSW 2037

Ms Jane Doe
HR Manager, AA Business Solutions
1/234 City Street
Sydney
NSW 2000

July 3, 2008

Application for the position of Business Development Manager. Job ref: PER123

Dear Jane,

I am writing in regards to the Business Development Manager position listed in Seek.com on February 9th. To keep it concise, I'll simply state this: I have what it takes to be a more than a success in this role. Not only do I have a great work ethic and a positive attitude but I have extensive experience as a General Manager.

My positions at Global Uni West Company and Koalaland Design have molded me into a great team player; I'm very adept at multi-tasking and I thrive on working to deadlines and budgets as I am highly results-motivated.

Having worked for the past three years in advertising, I have strong communication skills and am adept at building positive relationships in the workplace and with clients. In my current position, formulating effective, practical and relevant solutions to a customer's needs is the key to my success.

These roles have also honed my management skills: mentoring and developing a management team, analyzing company performance figures, presenting to shareholders, creating a cohesive and dynamic working environment

I am currently completing the sale of my start-up company and am looking to utilise my sales and marketing skills in a dynamic, fast paced industry.

Whether it is industry research, client networking, events coordination or of course, client-procurement that is required, I am confident that I can perform above and beyond your expectations.

I would like to thank you for considering my application for this position. I can make myself available for an interview at your convenience; my contact details are provided on my resume.

Kind regards,

Paul Yglot