

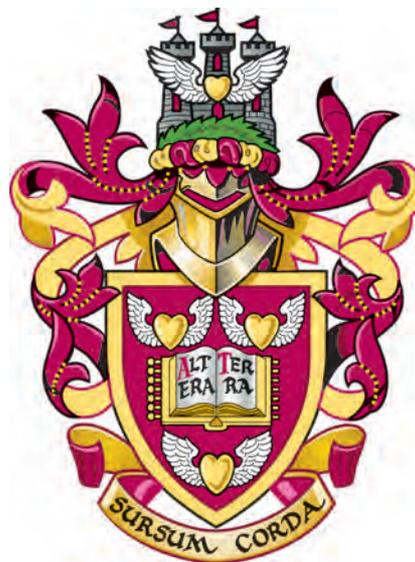
MyResume Report

STUDENTS

Name: Sam Sample

Style: Driver Analyser

Date: 26 May 2019, 11:27



Prepared For **Sam Sample**

WHAT'S INSIDE



Your resume is one of the most important documents you'll ever write. It will have a major impact on your career and success.

Resumes are also known as CVs from the Latin words Curriculum Vitae meaning "the courses of life"

Section ONE - About You

Section ONE contains information about you to include in your resume.

By personalising your resume you provide the reader with information about your strengths and the talents you bring to the job.

As a student, your future employer knows that you don't have prior work experience. What they are looking to discover is your **POTENTIAL** ... what qualities do you have that with training and mentoring will turn you into a valuable employee?

Section TWO - Resume Template

How you look is as important as what you say.

When presenting a resume to a prospective employer, you are essentially **selling yourself**. This includes not only selling your qualifications and abilities relevant to the job you are seeking, but also selling your character, personality, and what makes you unique.

Section THREE - The Cover letter

A good cover letter strengthens your job application and increases your chances of being invited to an interview.

Many job applicants make the mistake of not including a cover letter with their resume. Don't make this mistake. If you send out your resume without a cover letter, you miss the opportunity of promoting yourself ahead of your competitors.

Section FOUR - Online Resume Builder

Resume Builder for Students is an online resume and cover letter builder that stores your resume so you can access, update and print or publish whenever you're ready to apply for a job. It's a great place to keep all your career stuff and to access it from anywhere at anytime.

Look out for these icons

Two icons are used in the margins of this report to direct you to comments and links.



The **'note pad'** offers suggestions for you to use in your resume and cover letter.



The **'computer'** links to our website for further ideas and content.



Your Personality Style

This report identifies your personality style as a **Driver Analyser**. It is based on the answers you gave to the survey and will help you understand who you are and the natural talents you bring to a job.

Understanding your personality style is an important aspect of making good career decisions. Your personality shows in what you choose to feature in your resume. The words you choose can tell a great deal about you.

Use the key words and phrases in this report to make your resume and cover letter more compelling so that employers want to meet you. This will help you stand out from the crowd and describe what makes you unique, what makes you different and what you bring to your future employer.

About Your Driver Analyser Style

You are a task oriented person who would prefer to get on and do it rather than sit around talking about it. You are in control of your emotions and remain cool and less interested in people than the task at hand. You are results oriented and at the same time you are driven to be accurate and precise.

You tend to make decisions about the simple stuff quickly but prefer to take longer to evaluate the situation before you decide on more complex issues. You become more cautious when it comes to personal decisions and are often seen as cool and aloof, and detached from others.

Often described as creative, you are quick thinking and inventive. You analyse all your options internally, you ask questions of yourself and respond accordingly. You think through the issues. You like to control your emotions and set yourself high standards. Failure is not an option. You don't like being criticised or your work questioned and you may respond sharply to those who dare challenge you.

You look towards the future. You tend to think differently and more creatively. This keeps you motivated and focused. You are able to analyse and solve problems. You do it your way and will often arrive at a solution that is unique. You want to achieve results that are precise, accurate and detailed. You excel when the responsibility to act independently has been provided. This is particularly the case when the job requires detailed technical knowledge. You can be highly intelligent, and provided sufficient time is allowed, will complete projects accurately and thoroughly. You enjoy solving problems especially when others have tried and failed.

Your Profile Summary

A task oriented (graduate/student/) driven to be accurate and precise. A highly analytical thinker good at developing plans, schemes and concepts, I am a natural and gifted problem solver able to get to the core of a problem and provide workable solutions. I see the problem as a challenge rather than a setback, and this gives me the clarity to see through it. Able to remain calm and cool in a crisis, I display leadership qualities that compel me to take charge and be in control where necessary.

Use the contents of this report to make your resume more compelling.



Use the contents on this page to strengthen your resume and cover letter.

Include Your Profile Summary in your resume.



Talents You Bring To The Job

You can be determined and you bring a lot of energy to pursuing your goals. You are willing to accept responsibility especially if the situation takes advantage of your talents. By working alone you can put your analytical skills to good use. You may have earned a reputation for producing excellent results. It is worth giving you the freedom to think things through and consider a task from several angles. You put a lot of thought into problem solving and can see issues others have missed.

Your key talents include:

- Keen powers of observation and an excellent memory for factual information
- Talent to bring order to confusing data and to recognise facts
- Aptitude for working alone or alongside others you respect
- Capacity to stay calm and cool in a crisis when under pressure
- Ability to recognise what needs to be done
- Aptitude for working with your hands and with tools
- Ability to adapt well to sudden change and shift gears quickly
- Practicality and common sense
- Capability to identify and make good use of available resources

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Highlight your best qualities with powerful words and phrases.

Words That Describe You

Accurate	Direct	Perfectionist
Active	Forceful	Practical
Alert	Forward thinking	Precise
Assertive	Goal oriented	Productive
Calculating	Independent	Self assured
Creative	Inquisitive	Self-starter
Decisive	Inventive	Systematic
Demanding	Logical	Results oriented
	Loyal	Unemotional

Your Value To An Employer

- You accept challenges
- You value time
- You adhere to procedures and policies
- You get results
- You make decisions
- You solve problems
- You focus on detail
- You bring reality to the situation
- You enjoy working to guidelines

What You Value And Admire

Achievement	Facts
Challenge	Leadership
Competence	Productivity
Critical thinking	Responsibility
Decisiveness	Structure
Efficiency	Work ethic



Use the contents on this page to strengthen your resume and cover letter.

Prepared For **Sam Sample**

 ABOUT YOU

Your Leadership Qualities

Driver Analysers are entrepreneurial leaders who want to be in charge, who communicate well and are focused on results. You expect your team to accomplish a lot in a short time. You look to quality of work and expect people to be responsible for their actions. You are bottom line focused and expect your colleagues to deliver on time and under budget. Innovative and ambitious, you strive towards achieving your goal.

You are unperturbed by the degree of difficulty and opposition you might face, expecting your team to be in full support. You place value on time and expect colleagues to work as hard as you do without complaining or quitting. You set high expectations and can be demanding.

How You Make A Difference

You will make a difference by using your core strengths ...

Taking charge

Your leadership skills compel you to take charge and be in control. You make a difference when it's needed to turn a business around or solve a problem because you are willing to back yourself. Your self-confidence and leadership qualities encourage others to follow and support you.

Setting high standards

Your natural instincts to win mean that you set high standards for yourself and others. You make a difference by encouraging others to be the best they can be and not to expect anything less than success. You respect loyalty and hard work.

Being a creative thinker

You make a difference by being a visionary, a "future oriented" person who doesn't look back. You are good at developing plans, schemes and concepts, sometimes the bigger the better. Nothing is impossible. You use a logical approach to design and innovation.

Solving problems

You are a natural and gifted problem solver. You make a difference by being able to get to the core of a problem and provide solutions that work. You see the problem as a challenge rather than a setback, and this gives you the clarity to see through it.

Looking at the big picture

You prefer to work with the big picture, the big idea, rather than get into the detail of it all. You make a difference by your rational approach that allows you to see how things connect. Your visionary approach lets you see how everything relates to each other and where problems may arise. This is why your type tend to be the entrepreneurs of society.

Getting it done on time

You are realistic and strive for results such as getting things done on time, or saving money or figuring out how to be more productive. You want to see tasks completed efficiently. You make a difference by ensuring that things are done correctly and deadlines are met.

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These are your
core strengths
they tell employers
what you can do
for them.



Use the contents on this page to strengthen your resume and cover letter.



Personality Styles and Job Matching

The relationship between personality style and the job is critical to your career success. The closer your talents match the job the better you will perform so when you're in a job that utilises your strongest talents, you're more likely to succeed. When your strengths match the job it's a 'good fit'. The trick is to discover your 'right fit' early in your career.

The key for **Driver Analysers** is to have a variety of work that is hands on, detailed and requires problem solving. Technical careers dealing with logic and facts are well suited.

In listing occupations that are popular among Driver Analysers, it's important to note that there are successful people of all styles in all occupations. However, the following are careers you may find particularly satisfying.

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When your talents match the job, it's a good fit.

- | | |
|---------------------------|------------------------------|
| Accountant | Legal Secretary |
| Agricultural Services | Logistics |
| Audiovisual Specialist | Management Consultant |
| Automotive Engineer | Mechanical Engineer |
| Banking | Medical Administrator |
| Building and Construction | Medical Equipment Technician |
| Business Consultant | Merchandise buyer |
| Chemist | Military Officer |
| Chief Executive Officer | Mortgage Broker |
| Chief Financial Officer | Paralegal |
| Civil Engineer | Paramedic |
| Computer Analyst | Parks And Reserves |
| Computer Programmer | Printing and Publishing |
| Computer Repairs | Private Investigator |
| Computer Sales | Product Engineer |
| Creative Designer | Production Planning |
| Credit Manager | Project Manager |
| Economist | Quality Controller |
| Electronic Specialist | Research Scientist |
| Engineer | Securities Analyst |
| Entrepreneur | Security Specialist |
| Environmental Protection | Self Employed |
| Equipment Repair | Share Broker |
| Equipment Sales | Software Developer |
| Finance Management | Software Sales |
| Financial Services | Solicitor |
| Flight Engineer | Strategic Planning |
| Forensic Scientist | Surveyor |
| Fund Manager | Systems Analyst |
| Hospital Supervisor | Technical Manager |
| Industrial Relations | Technical Supervisor |
| Information Technology | Telecommunications |
| Insurance Appraiser | Trades - Construction |
| Investment Banking | Transportation |
| Lawyer | |



To discover more about your style and the careers that match your talents, visit Myresume and select Resources, Hot Topics or click this link [Personality Careers](#)

How did we determine your personality

MyResume uses the DPSTTM method developed by MyProfile Pty Ltd and used in MyCareerMatch and JobProfile. It uses a preference based behavioural survey to ask you about yourself.

**RESUME
TEMPLATE**

Section TWO - Your Resume Template

How you look is as important as what you say.

When presenting a resume to a prospective employer, you are essentially **selling yourself**. This includes not only selling your qualifications and abilities relevant to the job you are seeking, but also selling your character, personality, and what makes you unique.

To make your resume stand out and get noticed you must:

- **GRAB** the attention of the reader
- **ADVERTISE & PROMOTE** your skills and achievements
- **CLOSELY MATCH** the skills the job requires
- **IMPRESS** the employer so they invite you to an interview

Here are the top tips for writing a great resume:

1. Stop 'telling' and start 'selling'!
2. Get noticed! Use keywords from the job ad
3. Make it rock with a Brand Statement & Personal Profile
4. Make an impact with action words
5. Include accomplishments... what have you done, what can you do?
6. Always include a cover letter
7. Proofread and check

Section TWO contains a resume template that will showcase your best qualities and make you stand out from the crowd.

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Modern resumes are precise, compelling, and easy to read. They tell the employer what talents and skills you bring to the job.

RESUME
TEMPLATE

Resume Template For Students

Modern resumes are precise, compelling, and easy to read. They give the recruiter or employer a 'snapshot' of the key competencies, skills and accomplishments you bring to the job.

If you see a resume layout that works for you, use it. Don't be persuaded by one-size-fits all templates on the internet or old fashioned ideas that have been around a long time. The information we bring you in MyResume is modern, up-to-date and will show you in the best light. Be individual and tell your own professional/personal achievements story.

Here is an effective resume template.

PERSONAL DETAILS

In bold letters at the top of your resume state your name in capital letters. Give your full name, current address, home telephone (optional) and mobile number. If you include your email address, it should be professional and you should check it daily for messages.

TARGET JOB TITLE, BRAND STATEMENT & PROFILE

When it comes to resumes, a clear, targeted and focused resume is a must. To make your resume more effective start with a **Target Job Title** and **Brand Statement** as a separate heading after your name and contact details at the top of your resume (see sample on pages 9 & 10). This makes your resume more compelling, helps with database search visibility and gives focus to the human eye.

Your **Target Job Title** explains what the resume is about and what you're looking for; and your **Brand Statement** is a one sentence statement of the value proposition you bring to the job. Use key words from the job ad, or industry.

PROFILE

Your **Profile** section is an essential part of the modern resume and focuses the reader's attention on the key qualities you bring to the job. It's written in short sentences or phrases (or bullet point sentences) and is a 'showcase' of your key competencies and abilities, employability skills, language skills, and career aspirations. 50-80 words are all you need. Use key words from the job ad, job description or industry you're interested in to improve your chances of being invited to an interview.

SKILLS SUMMARY

Your **Skills Summary** is a list your Key Competencies/Skills/Strengths/ Areas of Expertise etc and comes straight after your Profile Summary. Use 6 or 8 bullet points to highlight your most important skills and abilities. Read the job ad carefully and include the skills that are most relevant to the job you are applying for so the employer can see you are a good 'fit' for the job.

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Imagine
you are asked
to write an
advertisement
for a product
and the product
is YOU.



For more examples of Personal Profile summaries, visit Myresume and select Resources, Hot Topics or click this link [Personal Profile](#)

RESUME
TEMPLATE

EXAMPLE: Here are three examples of Target Job Titles, Brand Statements, Personal Profiles and Skills Summaries.

EXAMPLE 1. Student with no skills training (casual/part time/holiday job)

VETERINARY HOSPITAL ASSISTANT**GENUINE LOVE FOR ANIMALS****PROFILE**

Responsible high school student with a genuine love for animals seeking part-time employment with a veterinary hospital to better understand animals and their owners in preparation for veterinary school. Calm and focused, with a natural ability to make people feel 'at ease' in a stressful situation. Able to work after hours and weekends.

KEY STRENGTHS

- Outgoing personality, with good customer service and listening skills
- Enthusiastic, and willing to assume additional responsibilities
- Ability to acquire knowledge quickly and accurately
- Unique ability to adapt quickly to 'tricky' situations
- Flexible and resourceful

EXAMPLE 2. Technical College Student

**INFORMATION TECHNOLOGY/WEB
DEVELOPMENT/SOCIAL MEDIA****Talented young professional with exceptional skills and training
in IT and Social Media****PROFILE**

Enterprising and motivated young professional with good knowledge of IT systems and social media. Able to use own initiative, working alone or as part of a team under pressure to meet deadlines and objectives. Excellent communication and organisational skills, a strong work ethic and determination to succeed. Enthusiastic learner, eager to meet new challenges and get ahead in the IT industry.

SKILLS SUMMARY

- Proven ability creating web, print, and multimedia projects
- A strong track record of delivering outstanding e-commerce strategies and technologies
- Experienced in developing direct marketing and email campaigns
- Able to manage multiple projects simultaneously while meeting all deadlines
- Highly motivated, confident, organised and disciplined


 RESUME
TEMPLATE
EXAMPLE 3. University Postgraduate Student**INTERNATIONAL BUSINESS**

**Masters Degree in Global Finance, Trade and Economic Integration.
Fluent in English and Chinese**

PROFILE SUMMARY

Highly qualified business graduate distinguished from student peers with a track record of superior academic results and determination to capitalise on opportunities. A student leader and project co-coordinator assigned to develop and lead a case study for an international multinational tailoring solutions that embrace business and the community. Proven ability to work with people from multiple cultures. Exceptional communicator who effectively conveys information verbally and in writing.

SKILLS & ABILITIES

- Solid approach to achieving tasks and objectives
- Strategic vision; able to build and implement sophisticated plans
- Aptitude for creative investigation and problem-solving
- Competent with technology
- Confidence and natural leadership ability
- Drive and ambition to succeed

EMPLOYMENT HISTORY

List the most recent jobs first. These might be casual, part-time, holiday work, if you've worked for your parents, family or friends, any voluntary work you've done, and school work experience (structured workplace learning). Suggested format for each entry in your employment section:

NAME OF COMPANY**A BRIEF DESCRIPTION OF WHAT THE COMPANY DOES****POSITION/JOB TITLE****TERM OF EMPLOYMENT****KEY RESPONSIBILITIES****ACCOMPLISHMENTS/KEY CONTRIBUTIONS/ACHIEVEMENTS)**

The key to a good employment section is to explain briefly what the company does; what your job was (what were your responsibilities/what did you do); the dates you worked there, and what you achieved and accomplished (did you do something better, faster, cheaper, improve, develop or save).

Review the things you have done and develop a list of your most significant achievements. These can be any tasks you performed that benefitted someone or an organisation – or an event you feel proud of; or a time when you received special recognition. Were you 'employee of the month'? Did you manage staff? Did you increase sales? Did you save money? Did you solve problems? Did you serve customers? Were you trusted with the cash?

A good accomplishment statement might say:

"Initiated and led project to launch new student magazine, increasing circulation and signing advertisers."



RESUME
TEMPLATE

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To make your resume stand out and get noticed you must advertise your skills and achievements.

EDUCATION

This section may come before your Employment Section if these are critical to the job requirements. List all degrees, certificates, diplomas received. List your most recent qualifications first. Did you receive a qualification such as School Certificate, Higher School Certificate, Apprenticeship, Trade Courses, Certificates or Advanced Certificates, Diplomas, or University Degree? Did you take a business course, short course or personal development course?

QUALIFICATION
INSTITUTE/COLLEGE/UNIVERSITY
LOCATION
DATE

AREAS OF KNOWLEDGE

This is an optional section to be included when your specific knowledge of some area/s may be important for the position. This may be a competitive edge for you as a new graduate, having a current and up-to-date knowledge base for the skills you will use in the job. Highlighting your areas of knowledge strengthens your resume.

As an alternative to including a separate 'MAIN AREAS OF KNOWLEDGE' or 'RELEVANT KNOWLEDGE' section, you could include this information in your education section or employment history.

An example of where knowledge could be a competitive advantage is for an IT student or graduate with extensive knowledge of systems and applications. Or commerce graduates with a major in Accounting or Business (with corresponding accounting, taxation and audit skills) and knowledge of finance and economic theory.

TECHNICAL QUALIFICATIONS / IT SKILLS

With advances in technology, employers look to hire employees with good computer/IT skills and technical knowledge. If you possess these skills, include them in your resume. As your career progresses remember to update and change to make them relevant.

AWARDS/ACHIEVEMENTS

List any awards/certificates/prizes/honours/distinctions or achievements. These might include any additional courses or training programs you completed.

SCHOOL & UNIVERSITY ACTIVITIES

These are the non-educational things you do or did at school or university. Include clubs such debating, drama, sports, school councils, band, orchestra, choir and any degree related projects.

Were you a Prefect or School Officer? Did you work in the tuck shop or canteen, help in the library or win an essay or science competition. Did you go overseas or interstate with your school? Did you represent your school or college? Did you address assembly or did you mentor younger students?



RESUME TEMPLATE

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Every word in your resume should have the desired effect ... to get them to pick up the phone and call you.

EXTRA CURRICULAR ACTIVITIES

Do you belong to a club or association? Do you volunteer your time, work for charity, raise funds, help the elderly, care for others, do community service? Are you learning a new skill, or have you earned a certificate from Red Cross, St. Johns, Duke of Edinburgh or other? Do you play a sport; belong to a surf club, referee or coach?

Make it interesting! Tell us about the things that interest you, things you enjoy doing in your spare time, the things that you're passionate about. Use this section to help employers appreciate the person you are.

LANGUAGES

Do you speak, read & write another language. Companies trade globally and your language skills could be an advantage.

REFERENCES

Prior to starting your job search, contact the people you'd like to be your referees, get their permission and tell them that you are applying for a job, explain what the job is. Ask for a written reference, an email will do. It should state who they are and how they know you and a few comments about you.

Use extracts from your referees letters to boost your resume. If possible, use referees other than a parent or relative. Consider a previous employer, teacher, tutor, coach or people that you've worked with or reported to in a job, project or community event. Update and change your referees for each job you apply for and as you progress your career.

2-3 referees are recommended. Set out referee information as follows: Referee's name; job title; telephone; email. If you don't want to include references, it's acceptable to use the phrase, "References available on request".

LETTERS OR RECOMMENDATION

Some students effectively use endorsements (excerpts from letters of recommendation) in their resumes. These are useful particularly if you are lacking certain qualifications or competing against more experienced candidates. If you are adding endorsements, carefully select two or three credible endorsers who will add weight to your resume by their recommendation of you as a candidate. Well respected industry leaders, teachers, coaches, previous employers are all good sources for endorsements.

**COVER
LETTER**

Section THREE - The Cover Letter

A good cover letter strengthens your job application and increases your chances of being invited to an interview.

Many job applicants make the mistake of not including a cover letter with their resume. Don't make this mistake. If you send out your resume without a cover letter, you miss the opportunity of promoting yourself ahead of your competitors.

The cover letter is your sales letter. It tells the reader why you are the right person for the job and why they should hire you. It explains who you are, what you've done and why you are a good fit for the job.

An effective cover letter

- Introduces you to an employer
- So impresses the employer that they read your resume
- Is specifically tailored to each job you are applying for
- Promotes your key selling points (skills, abilities, achievements)
- Shows the employer how you match their requirements
- Convinces the employer that you're worth interviewing
- Closes with a 'call to action', requesting an interview or meeting

Writing a cover letter begins with reading the job advertisement and highlighting what the employer wants.

Section THREE gives you an example of a job ad and shows how the cover letter can convince an employer to meet you.

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The cover letter is the only place where you can promote and brag about yourself to convince an employer that you have what it takes to do the job.

COVER
LETTER

How To Read A Job Advertisement

When reading a job ad, look for the key things the employer really wants and include these in your cover letter. These are your key words. Use this technique for every job you apply for, for example...

Junior Travel Writer / Web Editor

Are you a **talented young writer** who wants to break into the world of **magazine journalism**? Australian Traveller magazine is looking for an **enthusiastic junior writer/web editor** to add to our **passionate team of travel-loving professionals**.

Based at Australian Traveller Media in **Surry Hills, Sydney**, your duties will include **story research and writing** for Australian Traveller magazine and its **associated website** as well as some **administrative duties**. This is a great opportunity for an **energetic self-starter** who wants to fast-track their career.

What you can bring to us:

- **Enthusiasm, dedication and a desire to learn**
- A love for the written word
- An **interest in research**
- An understanding that every job has boring bits, even travel journalism

Requirements:

- A media, communications or journalism degree or certificate
- A love of travel, and an ability to take short work-related trips when required

This **entry-level role** will suit someone who has **recently completed a journalism degree** or **someone who currently holds a position** with a magazine but wants to move from a PA or junior sub-editor role into a **writing position**.

If you think you have what it takes, send **your CV and a cover letter explaining why you are perfect for the role** to editor: Mary Smith, mary@austrav.com.au

As part of the application process, we'd like you to write us a **600-word story about your favourite place in Australia**. Please attach this to your email as a Word file.

Applications close February 17, so get cracking!

The employer is The Australian Traveller, they publish travel articles in print and on the web. They want a junior travel writer to work from their offices in Surry Hills Sydney. They are looking for a young person and this is an entry level for someone aspiring to be a professional travel writer.

In order to get this job you must show

- You are a talented young writer looking to break into magazine journalism
- You are enthusiastic and passionate about travel
- You can research a story
- You love to write and have written for a newspaper, magazine or blog
- You can do administrative jobs when things are quiet
- You are energetic and a self starter
- You have a media, communications, and journalism degree or already work in the industry as a PA or junior sub-editor.
- You love travel, and can go on assignment when required

To apply you must

- Email your resume before February 17
- Include a cover letter explaining why you are perfect for the job
- Include a 600-word story about your favourite place in Australia attached as a Word document

On the next page there's an example of a cover letter for this job.

Read the job ad carefully and underline the key words and phrases to use in your resume and cover letter.

Example Cover Letter

Job Hunter
123 Grand High Street
NORTH SYDNEY NSW 2060

Email: job@hunter.com
Tel 0408 000 000

28th January 2011

Mary Smith
Editor,
The Australian Traveller
Suite 75, 8-24 Kippax Street
SURRY HILLS NSW 2010

The Cover Letter is a business letter so be formal. NEVER address your letter "To Whom it May Concern"!

ALWAYS use a person's name. If you don't know, telephone and find out.

Open with a catchy heading. Use a large font or make it bold. It's a promotional letter so you must grab their interest right away. One page only.

The opening paragraph should stand out.. like a well written story, it grabs your attention so you want to read more.

Use KEY WORDS. Key words are like beacons; employers will spot them a mile away. Use the words they used in their job ad. Tell them what you've done and how this relates to what they are looking for.

End with a 'close'. Sales people use this technique all the time. Tell them you are confident you can do a great job; that they won't regret hiring you, and you look forward to the interview.

Include a PS (postscript). Everyone reads a PS so use this to re-state your interest and enthusiasm.

Dear Ms Smith,

Aspiring passionate writer who loves writing about travel

My name is Job Hunter and ever since I can remember I've written stories about faraway places. I would love the opportunity to work for you and the chance it would give me to realise my ambition to become a professional travel writer.

Please accept my application for the position advertised on SEEK for a Junior Travel Writer / Web Editor.

I have just graduated with a journalism degree from the University of Western Sydney and am eager to take on a challenging role that gets me started on my career path. I am enthusiastic and have used my writing skills as a regular contributor to my high school and university magazines. I write a regular blog about things that interest me and through my blog and Facebook I have developed a passion for web design and content.

During school holidays I've worked as a receptionist, in customer service and have done administrative tasks in a small office such as filing, banking and even cleaning when required. But my obsession is travel and I get away at every opportunity. Travelling as a family we have visited almost all of the key tourist destinations throughout Australia. My last trip was in a camper van exploring North Queensland ... I have some great stories to tell!

I'm confident that I am a perfect fit for this job and you would never regret hiring me as I would never let you down. I'm reliable, honest, hardworking and not afraid to take on new assignments and challenges.

I hope you give me the chance for an interview. I look forward to meeting you and convincing you that I am the right person for this job ... one who will make a valuable contribution to Australian Traveller.

I have attached my resume and a story about my favourite place in Australia titled 'Jabba Jabba.'

Sincerely

Signature

Your Name

PS: *I am available for an interview at any time convenient to you and thank you for taking the time to read my application. This is my dream job and I'm excited by the prospect of doing what I love to do. I look forward to hearing from you soon.*



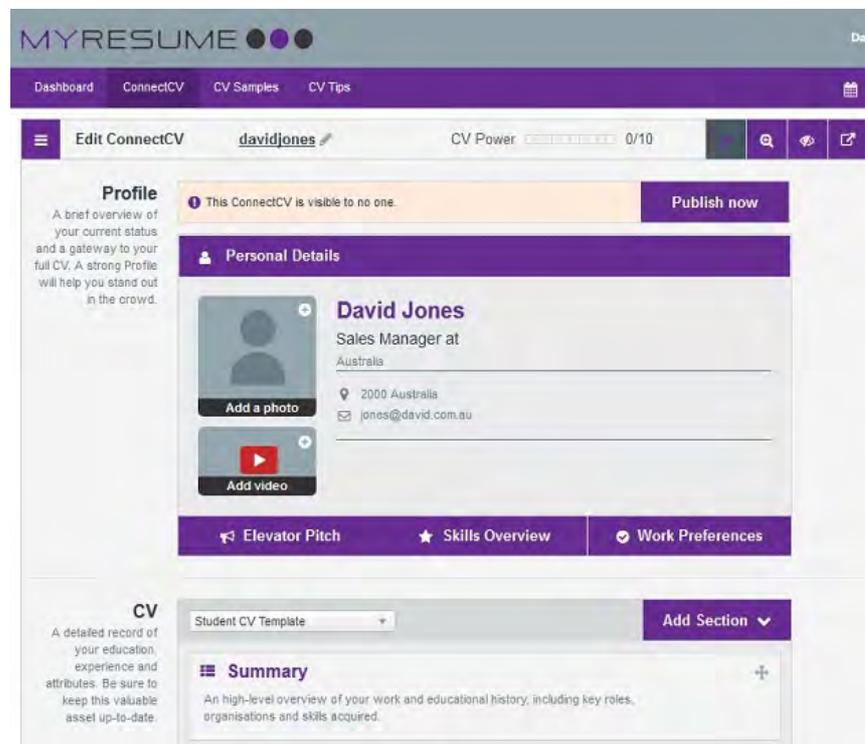
Online Resume Builder

Thank you for completing your MyResume survey. You're now ready to start building your new resume using MyResume Builder.

MyResume Builder is an online resume and cover letter resource that stores your resume so you can access, update and print or publish whenever you're ready to apply for a job. It's a great place to keep all your career stuff and to access it from anywhere at any time.

Written in partnership with ConnectCV, MyResume Builder's unique features include step-by-step tips, and the 'About You' contents (from Section One of this report) appear in a column alongside your resume so you can easily copy and paste what is appropriate for the job you're applying for.

To get started click on the image below.



“ Good luck with your resume and success in your job search.

About MyResume

Your MyResume report is based entirely on your responses to the survey questionnaire and is intended as general information about you to help you write a better resume. Some of the report comments may not apply to you, so use your judgment about what copy you use. MyProfile makes no warranties, express or implied about the accuracy or reliability of this report. MyResume does not keep copies of your report. For personal assistance you may consider consulting a professional career counsellor or resume writer.

MyProfile Pty Ltd is an industry leader in online personal assessments and products include MyProfile, JobProfile, MyCareerMatch & MyResume.