

UniSQ Resume Template

Part-Time / Casual (one-page)



Ensure your email is professional and LinkedIn URL is personalised. Personal information such as marital status, DOB, ethnicity or photographs NOT required.

Keep your Summary authentic, brief and to-the-point.

Listing your availability on your resume avoids confusion later.

Include a simple, reverse-chronological list of your relevant qualifications.

Include relevant work experience that demonstrates the skills you need for this job.

List the skills the employer is asking for in the job description. If there is no job description, list the skills you believe are necessary for the role.

Listing additional certifications may increase your employability and appeal to an employer.

Engagement in your community demonstrates a positive attitude and generosity, which are valued traits.

Provide at least 2 referees who can attest to your work ethic.

First name Last name

name@email.com | 0400 111 222 | LinkedIn

Summary

Very brief introduction of yourself, including current field of study.

An outline of your skills that relate to the position.

An outline of what you are looking for in a job.

Availability

Monday | 5pm onwards, etc...

Education

University of Southern Queensland 2025

Currently completing Bachelor of ABC

GPA 6.0

Standard State High School 2025

ATAR 85

Employment Experience

Business Name | Role Title

- 2-3 duties in dot-point, starting with action word (e.g., Maintained inventory of...)

Key Skills

- **Skill 1** | Example in one-sentence STAR format (Situation (where were you?), Task (what did you have to do), Action (how did you do it), Result (what was the positive outcome)). Tailor list of skills to the position.

Certifications

- 2025 Mental Health First Aid Training

Volunteer and Extra Curricular Activity

- 2025 Swimming Regional Championships

References

Name

Position, company

Relationship (e.g., past supervisor)

Contact Phone

Contact Email