

## Matt Flinders

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It's obvious this is a Resume as it starts with their name as a title.

International students could include details of their visa, emphasising working conditions here.

## CAREER STATEMENT

To contribute my strong commercial focus and interest in taxation as a Graduate Accountant to achieve effective solutions for clients, drawing on my business sector internship, combined with 5 years' community and customer service experience.

## PROFESSIONAL MEMBERSHIPS

2013 – Current Student Member Accounting Association Australia

2013 – Current Subscribe to The Taxation Institute of Australia's quarterly student e-newsletter ConTax

## EDUCATION

### Tertiary

2012 - 2014

### Bachelor of Commerce (Accounting)

Flinders University

Grade Point Average 5.39/7

Key subject areas:

- Taxation Law and Practice
- Company Accounting
- Auditing

Highlight current education as this is the primary credential for the graduate role.

Also include major projects, technical skills, field work experience and so on, depending on your discipline area.

Include a couple of topics which give relevant knowledge for the position, and support the career statement.

### Professional Development

2014 Principals of Taxation (1 day) – Tax Training Group

2012 Responsible Service of Alcohol Certificate - Adelaide  
TAFE

Detail date and training provider.

### Secondary

2011 Year 12 SACE  
Old Town High School

Volunteer Peer Mentor & Student Representative, Council Representative

Include activities that differentiate you such as awards, prizes and school leadership roles.

Use a footer to include your name and page numbers.

## BUSINESS SECTOR EXPERIENCE

Jun – Aug 2014

Winter Intern, Premium Accountants

- Built successful relationships with senior associates, working in collaboration to prepare tax returns for clients
- Conducted complex in depth research regarding taxation legislation for tax planning purposes.
- Autonomously organised and assembled clients' information, ensuring that clients met all legal obligations.
- Liaised professionally with the Australian Taxation Office to resolve clients' issues.
- Accurate entry of client data into E-tax computer software.
- Reconciled final tax returns with the predicted results.

List the most relevant information for the position first

This is more than a list of duties, indicate your transferable skills, areas of responsibility and interpersonal/relationship building.

Use action verbs to start each phrase.

List around 3-7 bullet points.

## EMPLOYMENT

2013 - Current

Bar Attendant, Hotel Flinders

- Provide a welcoming atmosphere and confident customer service.
- Process guests' beverage orders promptly, and helped guests in making good choices.
- Increase profitability of the organisation through conducting effective bar-based promotions.
- Work in a team of 6 to achieve successful functions of up to 100 people.
- Manage bar stock to ensure seamless service delivery each shift.
- Operate computerised POS terminal, TAB, Keno and other gaming machine terminals in line with Industry regulations.
- Observe workplace hygiene, occupational health and safety, and security procedures.

List locations and dates for each organisation.

List employment in most recent order.

Be specific and descriptive with the tasks you have done. Match these to the position description of the job you are applying for.

2010 - Current

Barista, Flinders Espresso

- Provide friendly & efficient customer service.
- Professional attitude to producing consistently excellent coffee resulted in increased coffee sales and repeat patronage.
- Produce high volumes of coffee (up to 2kg of coffee per hour) in a dynamic fast paced environment.
- Coach team members in coffee-making skills.
- Maintain a high standard of cleanliness and hygiene.

Make sure there are no spelling mistakes.

Proofread before you send the document.

Be consistent in your use of font size.

Leave space between sections.

## COMMUNITY ENGAGEMENT

2014 – Current

Event Officer, Flinders Business Society

- As elected Event Officer, developed and implemented a year-long program of social, careers and professional events.
- Work in a 3-person team to design, promote and deliver the program.
- Attend monthly committee meetings to report on activities, and oversee finance, constitutional and operational matters.
- Achieved average turnout of 50 students per event, with a 20% increase of membership.

Include volunteer work, extra-curricular activities that demonstrate skills such as organisation, team work and interpersonal skills.

## SKILLS PROFILE

- Professional communication skills developed through Business Internship, 5 years' customer service experience and community volunteering.
- Written communication skills demonstrated through achieving credits and distinctions in over 70% of my coursework.
- Ability to work in a team as a result of hospitality sector experience, and group projects at university.
- Effective organisational and time management skills demonstrated through successfully completing full-time study while maintaining casual employment, sporting and volunteer commitments.
- Proficient computer skills: Microsoft Office software including MYOB, Outlook, Word, Excel, PowerPoint and Access.

Provides evidence of your transferable skills.

Always be honest about your level and proficiency.

## REFEREES

### Mrs. Jo Bloggs

Senior Associate

Premium Accountants

Tel: (+61 8) 8375 6600

Email: blogs@pl.com.au

Relationship: Summer Internship Supervisor

Include at least two referees. Make sure one can comment on your application of skills and work ethic.

List their job title, telephone contact number and email.

Let your referees know that they have been included on your CV and that keep them informed about the jobs you are applying for.

### Professor Ash Jones

School of Business

Flinders University

Tel: (+61 8) 8201 3911 - switchboard

Email: jones@flinders.edu.au

Relationship: Course Coordinator