

EDUCATION

Radio Training Institute, 2015



What course did you do? When? Be more specific.

SYN Media, February 2014



Monash University, 2013 - 2015
Bachelor of Journalism



What marks did you get? Did you have a minor?

Melbourne High School, 2007 - 2012

VOLUNTEER & WORK EXPERIENCE

Grill'd

February 2013 - March 2014

Customer Service Team Member

I worked at Grill'd for one year. I made burgers, served customers, cleaned tables, took bins out, refilled drinks fridges.



This job shouldn't be the first thing you list (if you list it at all).

You worked here for one year, three years ago - it's not relevant to the job you're applying for now and it's taking up space.

Cotton On

April 2014 - present

Sales Assistant

I started working at Cotton On two years ago and still work there. I work three days per week in the Bourke St store. This store is always busy and I always have a lot of work to do. I mostly serve customers, fold clothes and mark down sale items.



Even though you still work here, this isn't particularly relevant to the job you're applying for and therefore it shouldn't be listed this high.

You don't need to state "I started working at Cotton On two years ago and still work there," because you've already written the dates of your employment. This is taking up words and space. You also don't need to say "I work three days per week in the Bourke St store," as this has no relevance to being a radio news journalist.

SYN Media

December 2014 - December 2015

Executive Producer, Represent (volunteer)



I was the Executive Producer of Represent for a year. It was really hard but by the end of the year I got a lot better.

What is Represent? How often is it on? How long does it go for? What is it about? The person reading this may have never heard of SYN and probably has no idea what Represent is. Explain it. You could also include a link to the Represent page on the SYN website.

What were your responsibilities in this role? What did you have to do week-to-week? Were you leading a team? Were you deciding what went to air? Explain your role.

Saying "It was really hard but by the end of the year I got a lot better," is not especially relevant for a CV. Consider writing about this in your cover letter by explaining what you found challenging and the steps you took to improve.

Include examples of work you produced and any new skills you gained. Did you gain skills with any programs within this role e.g Adobe Audition, Adobe Premiere?

Lots Wife

January 2014 - December 2014

Politics Editor



I was the Politics Editor at Lot's Wife for a year where I wrote and edited a lot of different stories.

What is Lot's Wife? What were your specific responsibilities? What skills did you build in this role? Did you use any specific software (e.g In Design, Google Docs) you can refer to, to demonstrate a broad range of skills?

Again - include examples of your work. Can you link to the Lots Wife website? Can you set up a Wordpress for yourself and include all of your articles there?

Because this is a print publication you may also consider listing this below radio experience.

SYN Media

Presenter, Panorama (volunteer)

February 2014 - December 2015



I worked on Panorama for three seasons. I did a lot of different stories about news, current affairs and politics. My Executive Producer was really impressed with how well I developed my skills throughout this time.

What is Panorama? What were your specific responsibilities? What are some examples of stories you did? Can you include links to your Soundcloud? Saying you did "a lot of different stories" is very broad, be more specific and show examples of a diverse range of stories.

What skills did you develop that your EP was impressed with? e.g did you improve your ability to produce content under a time limit? Did you improve your confidence with cold calling interviewees? How did you improve? e.g did you ask more specific questions so you could save time editing audio that wasn't relevant? You can refer to this in your cover letter (if applicable).

This is one of the most relevant pieces of experience to the job you're applying for and therefore you should go into greater detail. You should also list it higher than this.

ABC Goulburn Murray

Intern (Radio)

July 2015

I completed a one month internship at ABC Goulburn in Albury-Wodonga during the university holidays in July 2016. I was responsible for calling members of parliament to ask for interviews and quotes, writing scripts, entering data in a spreadsheet for on-air presenters to read out, editing audio packages using Adobe Audition and more. This was hard because I didn't know a lot about the Albury-Wodonga region when I first started, but I spent time familiarising myself with the area, the businesses and the politics and I learned a lot very quickly.

This is the most relevant experience you have for the job you're applying for and therefore it should be at the top of your CV, even if it's not the most recent.

Because it's the most relevant, you should go into greater detail about your responsibilities and what you accomplished during this time. Don't end a sentence on "...and more." If you have more experience you think is relevant - include it.

Make sure you are consistent throughout your CV with how you list each experience e.g

Company

Role

Time spent there

REFERENCES

Pip Younes

Panorama reporter, SYN Media

E: pip.younes@gmail.com

When selecting your references - think about who will be able to give you the most constructive reference for the job you are applying for.

Panorama: if you want to include a reference for this experience, it should be your Executive Producer, not another reporter. Even if you worked alongside this reporter and they're able to vouch for how much you say you improved, your EP carries more authority and credibility. Include a phone number, or phone & email address, but not an email address on its own.

Tina Nguyen

Store Manager, Grill'd

P: 9936 2748

Grill'd: Even if you worked really hard at Grill'd, your manager will only be able to reflect on your skills in hospitality. They won't be able to tell your prospective employer how good you are at editing audio, conducting interviews or anything relevant to the job you're applying for. This reference is especially irrelevant as you no longer work at Grill'd.

Do you have a reference from your time at ABC? You were EP of Represent for a year - can you ask a staff member from SYN for a reference?

References from both of these experiences would be able to reflect more constructively on your ability to do journalism.