**Name**

Address (Optional)

Mobile number:

Email Address:

Linkedin, Twitter, website:

**Personal Statement:**

(Combined your Strengths into this space, try to avoid listing generic terms such as, reliable, punctual, trust worthy and so on – anyone can say this, you want to stand out from the crowd in your personal statement).

A strategic and futuristic communication graduate possessing digital content and design experience. Having a deep passion for language and digital contact

Acquired valuable knowledge and insight into Augmented Reality elements for smart device applications, social media communications and platforms, external & internal networks, framework of Maori responsiveness plans, while balancing voluntary work and achieving deadlines for university assignments and papers. I am particularly interested in community management, digital marketing and communication advisory. I am keen to apply for the Digital Marketing Assistant role to expand my practical experience and also to develop my marketing and communication management skills.

**Skills:**

(Quick overview of your skills this could include 10 years of experience in x field or technical skills listed etc)

* Excellent communication skills
* Goal orientated and task focused – always meets deadlines
* Able to evaluate the detail and big picture of projects
* A deep knowledge and understanding of various social media channels
* A team player who enjoys working collaboratively to achieve common goals
* Self-motivated and very comfortable working autonomously

**Education:**

(List your Education, this can be presented before or after work history)

**University**

**Title of Degree**

**Year completed**

(Major)/ (Minor)

**Work History:**

With work history its key to highlight your relevant experience to show case your skills for the job you are currently going for.

**Name of Company**  March 2018- Present

Job Title

**Responsibilities:**

(Under responsibilities you can bullet point all the various experience and skills that you have learnt or used within the job. E.g KPI’s, Payroll, Customer service, Management etc. The employers are looking for key words that might cross over or skills that you have learnt to show the type of person you are as an employee. The more detail you put in here the better.)

* Database integration between an old and new CRM (Customer Relationship Management.
* Sales assistance to Mortgage Broker Relationship team, including preparation for client presentations and general sales support as required.
* KPI management
* Management including induction and professional development of staff

**Courses completed and Achievements:**

(By adding achievements or courses you have obtained outside of school and tertiary study, you will show a growth mindset and you’re motivation to improve professionally and personally. This additional information can form the basis of useful conversations and insights during an interview

* Completed a Treaty of Waitangi course through ….- June 2020
* Received Scholarship from ….- December 2019
* University class advocate for …..- 2018

**Voluntary work:**

(This section allows you to highlight your social and community responsibility to others. This again can provide a great opportunity to identify common ground in an interview or transferable skills outside of study and work that could be of benefit for the role you are applying for.)

**Interests:**

(This is an area where you can add detail about your character and will give the reader an opportunity to understand you’ outside of work and study. This again can provide a great opportunity to identify common ground in an interview or transferable skills outside of study and work that could be of benefit for the role you are applying for.)

* I am an avid user of social media platforms (Instagram, Tumblr, Facebook, Twitter, LinkedIn, and YouTube).
* I currently do voluntary work as a digital writer for ….
* I like to keep fit and enjoy kickboxing, hot Pilates and yoga.
* I have participated in team sports; netball, touch rugby and hockey
* I have basic knowledge of Te Reo Māori.

**References:**

Available on Request.

(Do not list specific people and their personal contact details. When you get to this stage in the process, you know you are being seriously considered for the position. You may have several contacts who have agreed to be your referee and this gives you the opportunity to choose the best couple of people relevant for the role, this also gives you the chance to talk to your referees about the actual role you have applied for and pre warm them to expect a phone call).