

FIRST NAME SURNAME

PHONE | EMAIL | SUBURB, POSTCODE
LINKEDIN ADDRESS

PROFESSIONAL SUMMARY

In this section write about yourself in the third or first person, ensuring that whichever you choose remains consistent throughout your CV. Keep this only a few lines, it should introduce you and state sectors you have worked in, something about your skillset and potentially what you are looking for next

If you have mentioned your aspirations remember to review this each time before you send out your resume. If your aspiration state that you really want to work in Transport Planning for a consultancy in the future, highlighting this is not likely to help you get a role if you're applying for a statutory planning role in local council.

EDUCATION

Include your education here or relevant qualifications. You can also include volunteering work here where appropriate

As a recent graduate you may want to include information on your thesis, capstone project or any study tours that you went on. Any hyperlinks to this work are beneficial.

CAREER HISTORY

List your relevant career history in chronological order; from newest to oldest, and they should clearly state your role, the organisation you work for and the length of tenure in the role. For example:.

Organisation Name – Joe Bloggs Planning Consultancy
Role Title – Planning Consultant
Dates to and from ie. Jan 2018 – Nov 2019

In italics state what the organisation does, potentially its location and what sector it sits in. Traditionally This should be maximum 2-3 sentences, but if you are applying for roles interstate/overseas or out of the planning sector you may need to provide the reader with more context on this. For example with this role ..

JBPC is a small planning consultancy (3 people), focused on statutory approvals for small-medium developers in the west of Melbourne.

For each role, please list down key responsibilities starting with the most significant to the least significant. Please do not hesitate to quantify and qualify to give context. Another key aspect of your CV is that it should highlight YOUR input, which means please highlight 'I' instead of 'We' while emphasising on VERB when you write your CV.

'I assess permit applications for residential (new dwellings), apartments (up to 25 storeys), townhouses (up to 10), commercial and subdivision (circa 10 lots) developments'

'I am responsible to manage around 25 applications at any given time'

'I assisted in helping to manage the delivery of \$38M major infrastructure project in collaboration with AECOM and Department of Transport in Melbourne'

I would also recommend you list any key achievements (if any) for each role.

Early on in your career, you may want to include non-planning roles, highlighting their transferable skills (such as customer service). As you develop in your career remember to drop these off your resume as you become able to replace them with more relevant industry experience so as to keep your CV concise.

Repeat the above as appropriate. Use your discretion. If the role was shorter term, less relevant or far back in your career history it may not be appropriate to use this format for each role.

Review this section to ensure that you have explicitly covered all the key skills for a role.

REFEREES

You are welcome to list your referees here provided that they are aware and happy to be contacted for a reference check. Planning is a small industry and people will know each other, so naming your referees is potentially beneficial (always put contact details available upon request so you are in control of when they are contacted)

However, if you are still in a job and want to remain discreet, please do not disclose the details of your referee in your CV. You can write 'Referee available upon request' which is more than acceptable.