

In a competitive global employment market, your profile online and off is integral to your employability. You need to showcase your study efforts, work experience and how you give back to others, as well as being able to express, in writing, how these experiences differentiate you, and give you the edge everyone is looking for.

## POSITIVE LANGUAGE SHINES THROUGH

Phrases and words need to demonstrate optimism and possibility. Identify your top three strengths and use these throughout your document to prove the benefit of all you have done. Be proud and note what you did with detail for others to enjoy.

## FOCUS ON WHAT YOU HAVE DONE

A lot of people obsess over the template or structure of a profile, neglecting to highlight their skills in a meaningful way. Use your school experiences along with those from paid work, volunteering, and/or sport. Use these activities to demonstrate your abilities and commitment in various settings.

## ACHIEVEMENTS ARE VITAL

Make sure you have up to three achievements, experiences, awards or recognition that make you feel proud. These can be from school, work, extra-curricular or hobby related. Summarise in a few lines what each was, where you were, and when you received it. Make sure you position this on the top half of your document.

## EVIDENCE IS KEY

Most important to any document, or essay, is your evidence and supporting examples. You should never list words or skills without connection to when, where, or how you prove this. For each area, link targeted events or duties to support skills and talents.

## BE SPECIFIC

Use dates (include month and year), schools, institutions or associations, duties and activities to tell your story. Help the reader to visualise what you did within your roles, how you interacted with others, and followed directions.

## PRESENTATION IS IMPORTANT

It may take one, two or three pages to share your story. Most essential is how you use the space on each page. Avoid large blank spaces, wide borders or excessive bullet points as these may not help you present as knowledgeable, confident and clear. Less is sometimes more.

## ADD AND UPDATE REGULARLY

As you go through your year, include new activities you engage in, support or assist. If you feel your experience is limited, seek out opportunities at school, within your hobbies, or with family to build new skills, create more networks, and so develop your profile.

**Contact us to kickstart your career**

 0478 570 707

 [enquiries@turningpointconsulting.com.au](mailto:enquiries@turningpointconsulting.com.au)

 [kathryntaylor1](#)

 [@seeopportunities](#)

 [@seeoptions](#)

 [turningpointconsulting.com.au](http://turningpointconsulting.com.au)