

	<p style="text-align: right;">Henry Turpy 6/8 Philip Crescent Ascot Vale, VIC 3058</p>
<p><b><u>Career Objective</u></b></p> <p>To work as a finance specialist with an organisation offering consultancy services and corporate finance to government, corporations, financial institutions and retail investors.</p>	<p><b><u>Education</u></b></p> <p><b>2001-2004 Bachelor of Commerce La Trobe University</b></p> <p><b>2000 VCE Flemington Secondary College</b></p>
<p><b><u>Employment</u></b></p> <p><b>November 2001-February 2002 Vacation Work Placement Crew Accounting Services</b></p>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• MS Excel</li> <li>• MS Word</li> <li>• MS Access</li> <li>• MS Powerpoint</li> </ul>
	<p><b><u>Referee</u></b></p> <p><b>Mr Bob Field 9933 2222</b></p>

## Issues with this resume:

- ❑ Overall resume is too brief and doesn't address the criteria in the advertisement
- ❑ Name needs to be in a larger bold font and address should be left aligned. Should include phone numbers and email
- ❑ Need to tailor the career objective to the job advertisement.
- ❑ Need to describe the duties, responsibilities and achievements of work placement.
- ❑ Need to include more than one referee and state their position and the organisation they work for.
- ❑ Table layout is awkward. Underlined headings are messy and the use of bold/plain text is inconsistent.