

**EXAMPLE OF A RESUME FOR VOLUNTEERING STUDENTS**  
(You are advised not to copy this sample but use it for ideas to create your own)

---

## **Vera Volunteer**

234 Wellington Rd

Clayton, 3800

**Ph:** (03) 9905 1324

**M:** 0412 987 321

**E:** vera.volunteer@student.monash.edu.au

**W:** www.veravolunteer.com.au

---

### **OBJECTIVE**

---

To contribute my technical and creative web skills to a not-for-profit organisation. Work with an international, professional and ethical organisation, which supports the concept of a fair world.

---

### **AVAILABILITY**

---

Available to work 10 hours per week Thursday, Friday and Saturday, any shift.  
Have drivers licence and own car.

---

### **QUALIFICATIONS**

---

**Bachelor of Computer Science** 2008 – Current

Monash University

Majors: Software

- Credit average across degree

**Victorian Certificate of Education** 2006 – 2007

Elwood Secondary College

Subjects: IT, Maths Methods, English, French, Economics, Business Management

- ENTER 91.5

---

### **MAJOR PROJECT**

---

**Web Officer** 2009

NewwWebs

Responsibilities:

- Contributed to website [www.newwwwebs.com.au](http://www.newwwwebs.com.au)
- Developed an interactive game using flash
- Liaised with clients to confirm details of their requirements

---

### **COMMUNITY INVOLVEMENT**

---

**Web Trouble Shooter** 2008 – Current

Monash University Hockey Team (MUHT)

- Help solve problems experienced at [www.monashhockey.com.au](http://www.monashhockey.com.au)

---

## SKILLS

---

### Computer:

- Databases: MS Access, SQL, Oracle
- Web Design: Dream weaver, Fireworks, Java, Flash, Visual Basic, HTML, XML, ASP
- Networking: Windows NT/2000 server, Unix/Linux/Solaris, MAC

### Languages:

- French: Fluent - spoken and written
- German: Basic - spoken only

### Communication:

- Interpersonal: Developed effective and successful working connections with numerous teams
- Written: Create documents of a high standard as seen on my web page and projects
- Presentations: Received a high distinction for oral presentations in two subjects this year
- Understanding of cultural differences developed through a multicultural background

### Team:

- Consistent and well developed team skills as seen in academic, sporting, debating and work situations
- Always able to contribute, listen, be respectful and encouraging of others

### Administration and Organisation

- 100% timely delivery of deadlines for all assignments and website updates
- Completed academic unit in project management

### Analysing:

- Implement a strong analytical approach, as demonstrated through project work. On several assignments this year lecturers have noted the quality of analysis at both the macro and micro level.

---

## MEMBERSHIPS

---

- Australian Computer Society (ACS) 2008 – Current
- Monash Association of Debaters (MAD) 2009 – Current
- Monash University Hockey Team (MUHT) 2008 – Current

---

## INTERESTS

---

- Hockey: play C level hockey
- Web design: implement new techniques on own website – [www.veravolunteer.com.au](http://www.veravolunteer.com.au)
- Debating: clear understanding of debating techniques, rules and procedures
- Anime: enthusiast!

---

## REFEREES

---

### Wilma White

Senior Lecturer, Faculty of IT  
Monash University  
(03) 9905 4234  
[wilma.white@it.monash.edu.au](mailto:wilma.white@it.monash.edu.au)

### Bobby Brown

Director, Web Creation Department  
NewwwWebs  
(03) 9324 9876  
0428 987 789  
[bbrown@newwwwebs.com.au](mailto:bbrown@newwwwebs.com.au)