

# GRADUATE RESUMES

## Law



Your success in gaining an interview for a graduate position or progressing further in the application process, hinges upon the quality of the written application you provide to an employer.



# John Taylor

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## **PROFESSIONAL DEVELOPMENT**

- 2024** Completed online course Negotiation Skills, LinkedIn Learning
- 2023** Participated in Far North Queensland Law Association Mentor Program for two semesters
- 2022** Attended Queensland Law Society webinar series on Queensland Family Law

## **KEY SKILLS**

- Communication** Highly developed communication skills gained through training and work with the Court Network and Cairns Community Legal Centre
- Teamwork** Strong ability to work as part of a team evidenced through academic achievements and team leader role at The Coffee Club
- Organisational**

## **EMPLOYMENT HISTORY**

**2022 – 2024**

**Team Leader**

The Coffee Club, Smithfield, QLD

- Coordinated and supervised a team of seven part-time, junior staff
- Recruited and trained junior staff
- Responded and sensitively handled complaints and feedback from customers
- Ensured high levels of customer service and hygiene throughout the restaurant

**Jan – Dec 2021**

**Retail Assistant**

Myer, Cairns, QLD

- Provided excellent customer service
- Responsible for stock control and display
- Cash register operation
- Awarded Employee of the Month in July 2021

## **INTERESTS**

Member of Cairns Heat soccer club