

What is a resume?

- A resume is basically a picture of your life in words, written and presented in a certain way to get an interview for a specific type of job.
- A resume is a short, professional account of your career, qualifications, and accomplishments – it usually a maximum of 2 – 4 pages long.
- The main purpose of a resume is to get you a job interview.
- Can also be referred to as CV – Curriculum Vitae.

Why do I need a resume?

- The times of walking into a business premises asking to see the boss and saying, “I’m looking for a job, when do I start?” are over. These days employers don’t have the time for this type of approach. They want to see a written record of your skills, experience and education.

How does a resume work?

- A resume is a marketing document which tells a potential employer about you and what you have to offer them BUT its only words on a piece of paper if you don’t know how to use it to SELL yourself.
- Taking the time to get your resume right can dramatically improve your chances of getting an interview and winning a job.



What's the best format of a resume?

- There isn't really any one correct way, or template for preparing a resume, choose a format which suits your purpose. In the following pages there are tips and examples that you may find helpful to use as a guide.
- The 2 most important 2 pieces of information in your resume are your **Key Skills** (skills, knowledge, attitude, etc.) and your **Employment History**, which will include a description of what your responsibilities and achievements in the various jobs you have held.

What to include on your resume?

- **Full name**
- **Contact information**
- **Email Address** - your email address should be professional and be an account you check regularly.
- **Summary or Career Summary** - the goal of the summary is to provide the employer with a few sentences about why you would be a valuable employee, and to quickly highlight your essential attributes.
- **Key Skills** – this can include a range of job specific skills, general employability skills (soft skills such as communication, technology etc), and personal characteristics
- **Education** – full certificates and qualifications you have completed, or are undertaking
- **Languages and proficiencies** – Being bilingual can be a benefit, so highlight your skills
- **Employment History & Volunteer Experience** – listing the most current, or most relevant jobs first
- **Achievements or Key Competencies** – things you have accomplished, or significant changes/improvements you have made in your jobs (include statistics or facts if you can)
- **Awards / Certifications / Professional Development** – you can include short courses, skills updates, police checks and screening certifications
- **Referees** - Contact details for referees who would provide positive feedback on your work experience and/or character.
- **LinkedIn** – If you have a LinkedIn account, include a link to your profile

Your Name (First & Last)

Your Address | Your Phone Number | Your Email

CAREER SUMMARY

The career summary is a short introduction, highlighting relevant experience, professional accomplishments and skills. The purpose of your career summary is to provide the hiring manager a relevant overview to encourage them to read further.

Edit for each job application, and use the language used in the job advertisement/description. Use 3 or 4 sentences, no more than 5 lines.

Sentence 1: explain your work history & your employment experience.

Sentence 2: explain your capability & competencies.

Sentence 3: explain the areas you are skilled at, and your strong character traits.

If you have limited experience in the workforce, you may choose to call this section "SUMMARY" or "OVERVIEW", and focus on your skills and strong character traits, and match that to the job advertisement.

KEY SKILLS

This section identifies your key skills (employability skills, job specific skills, and personal character traits)

These skills should align to your proposed career direction and the job you are applying for, and easily identify what you will bring to the position.

Tailor for each job application by prioritising your skills against those required by the employer and/or the industry.

QUALIFICATIONS / CERTIFICATES

State your most relevant and/or significant qualifications first and summarise the older education. Think about the relevance to the job you are applying for. You do not need to include all qualifications or certifications if they hold no relevance to the role you are applying for. Include an overview of professional development or short courses, and any essential clearances if required.

KEY COMPETENCIES

Include 2 to 4 bullet points – you may choose to list achievements you have made, explain how your contribution benefited your employer (can use statistics or facts), or emphasise your strengths that align to the job you have applied for.

EMPLOYMENT HISTORY

Only include detailed employment history for the last 10-15 years. Ensure relevance of all employment history and identify years and length of employment service. The following information may be highlighted throughout the employment history:

Company name, job title & dates. Include a brief description of the business and position brief.

Include your responsibilities, contribution, accountabilities and achievements.

Tip: If you've worked for the same company for a long time doing a number of different roles, consider having one header with the company name and sub-headings with the roles and dates.

REFEREES

Decide whether to state "Referees available on request" or to insert the details of at least two relevant professional references. Include a description of their professional relationship to you, and their contact details (phone number and/or email). * Check job advertisement carefully to see what has been requested in relation to referees.