

Resume

A resume is still the most important job seeking tool. From the time of application or after you have left an interview or cold call, employers will be looking at your details! It's your sales weapon.

It should provide a timeline history of your skills, education and work history. Ensure that you also list your current referees.

Here are some handy tips for writing your resume:

1. Things like work history and skills can change the length of your resume depending on the job you're applying for, but a 2 to 4-page resume is the standard.
2. Make sure your resume is in an easy to read font – Calibri or Arial in size 11 are good choices.
3. Make sure your resume looks the same throughout. Using the same spacing between sections, the same font and sizes makes your resume easier to read.
4. Always start your resume with your name, phone number and email address.
5. Include all the important information that the employer needs to know. For example, any training or past experience that you've had in a similar job.
6. When you're listing your education and work history, it's best to start with your most recent first and work your way backwards.
7. Your referees are the most important part of your resume. These are people that can say you would be good for the job. Always:
 - ✓ List at least 2 people.
 - ✓ List people that will say good things about you.
 - ✓ List people that are not related to you.
 - ✓ Tell your referees that they may be getting calls from employers.
 - ✓ List your referees most up to date contact information.
8. Get someone else to proofread your resume. Ask them to look at the design, spelling and grammar and give you any suggestions.
9. Save your resume on a USB as well as on your computer and keep it on you. You never know when you will need it.
10. At times you may need to email your resume to an employer. When this happens, save your resume as a PDF instead of a word document. It will send more easily. It's very easy to do, but if you're not sure how, do a quick google or ask someone who can help.
11. Customise your resume for each job you're applying for. Each job needs different skills, if you adjust your resume to match, you will be noticed more easily. Always print your resume on white paper.

Example Resume

Jane Red

5 Yellow Street Yellowville VIC 1234
Mobile: 0498 761 234
janer@gmail.com

Include your name, address and telephone contact details, your driver's licence endorsements (if you hold any) and email contacts. Do not use offensive email addresses. You may include your date of birth, but it is not required by law.

Career Objective

I am a reliable person who is interested in finding part-time work that will utilise my skills in office administration. I am community minded and would love to work for an organisation that takes an interest in giving back to their community.

Career Objective. This isn't a must do, but it provides an insight into where you want your work priorities to go. Make this a short paragraph only. Also make it relevant to the job or industry that you are applying for.

Education & Qualifications

2017 Responsible Service of Alcohol
2017 First Aid Level 1, St John of God
2017 OH&S Course

Education and Qualifications – start with your most recent training course, the dates that you completed the course and the correct course title e.g. Certificate II in Business (Administration). Also include where you studied. You can include specific information in either point form or in full sentences of what you are studying and why.

2016 Successfully Completed VCE, Yellowville College

Subject completed:

- Drama
- Psychology
- Hospitality
- Community Services
- Studio Arts
- English

Achievements – If you have won awards or been recognised for merit in a particular job role or in the community, detail those here.

Employment History

2016 – Current

XYZ Company

Duties:

- Reception Duties
- Filing
- Report writing

Employment History – start with your most recent position and the date that you held the position to and from. Include the responsibilities that you performed.

2014 – 2016

LGY Company

Duties:

- Reception Duties
- Filing
- Report writing

Skills & Attributes

- | | |
|---|---|
| <ul style="list-style-type: none"> • Ability to use Microsoft packages • Customer service • Data entry • Designing marketing material • Reception duties • Filing • Report writing | <ul style="list-style-type: none"> • Reliable • Honest • Hard working • Willing to learn new skills • Respectful |
|---|---|

Skills – List an audit of your skills in this section. These may include computer skills, building skills, professional requirements. Ensure that they are relevant to the workplace.

Attributes – Include the information regarding your values and personal attributes.

Work Experience & Volunteer Work

2015

Yellowville, Childcare Centre

Assisting kindergarten teacher with children’s activities.

2014 – 2015

Teen Dance Party

Duties:


- Organising alcohol-free events
- Battle of the Bands Concert

Voluntary work can also be placed under employment history or you may wish to have a separate heading for this.

Referees

Jim Purple
Youth Worker
0412 345 678

Sam Green
XYZ Company – Supervisor
(03) 9876 5432



Referees – This is the most important information on the resume, other than your contact details. Before adding a referee to your resume, ASK them if they are willing to act as a referee on your behalf. Let them know about jobs you are applying for and to expect a call from an employer. Use people who will say good things about you, e.g.: previous employers, teachers, sporting associates or community representatives that you know. Do NOT use family members. Include their name and contact number. If relevant include their title and company name.

Resume Information Gathering Sheet

Write the matching information into the sections below. Fill in as much as you can, if you don't know something, leave a space for it until you can find out. Once you've filled in all the information, you can type it all into the resume template.

Name:

Address:

Contact Number:

Email:

Career Objective

Education & Qualifications

Work History

Skills & Attributes

Work Experience & Volunteer Work

Referees
