

RESUME TIPS

- Your resume is the only part of your job search you can control
- Most reviewers will take 10-30 seconds to review your resume so make every word count, less is more
- Be consistent with the font you use and the structure of each section
- Put your name, email, mobile number, languages and visa status in the header of the document

PERSONAL DETAILS

- **Name:** Use upper case, the largest font on the resume and centre. Use the name you want to be called. This is not a legal document, so you are welcome to name yourself anything you are comfortable with
- The rest of your personal details should be in a smaller font and centred
- **Email address:** Make sure this is professional and not complicated. Lose any strange names like, "hello kitty" or unusual references
- **Physical address:** only include this if it is close in location to the role you are seeking
- **Languages:** rank as basic/intermediate/fluent/native. Speaking more than one language demonstrates your ability to use the right side of your brain and is a positive thing
- **Visa status:** completely optional, but important to show your visa status to help a reviewed understand your working rights

Career Summary

- Serves as a nice snapshot of your experience
- Having a summary provides the option to leave out the detail for your first few roles

CAREER SUMMARY

Period	Organisation	Title	Location

CORE COMPETENCIES

- These are your soft skills. It is a good idea to include this section between Education and Professional Experience
- You can either display 4 – 5 horizontally or you can write about each one using a vertical list

PROFESSIONAL EXPERIENCE

This is the suggested structure:

Period ORGANISATION

- **Title**
- Bullet points describing responsibilities and achievements
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- Bullet points describing responsibilities and achievements

EDUCATION

- Decide if your Education or experience should come first based on the role and the organisation's focus
- Structure of this section: Date completed/Expected completion **Course** Institution

Additional Information

- Interests: really important to show team work and how you will fit in with the culture

RESUME TIPS

Your interests could push an employer over the edge into meeting with you

Don't include: reading/movies/ music unless you are specific

Some good things to include: travel (list where), team orientated activities

- Awards: anything you have received an award for, could be outside of work
- Memberships: any memberships including professional bodies, sports clubs or toastmasters
- IT Skills: rank as basic/intermediate/advanced
- Voluntary/ not for profit work: these competencies can help get you transition into a new role
- Continuing Professional Education: include short courses

References

- Do not include unless requested
- This might be different for government roles
- Save your referees for when you really need them
- Don't give anyone the ability to call your referees when they are unprepared
- Prepare your referees