RESUME WRITING
JOB SMART SERIES

What is a resume?

- A document which summarises employment experience, education/training and personal details. It is usually 1 or 2 A4 pages and should not be longer than 3 sides
- Resumes are used by employers in the selection and recruitment process to identify the most suitable candidate for a position. Your resume should highlight your most positive qualities, skills and experience relevant to the specific position you are applying for.

Essential information

Personal contact details

- Always include your name, address, contact phone numbers, professional email address and a Linkedin URL if you have a Linkedin profile.

Educational and Employment History

- Create separate sections for your Educational and Employment History
- Always put your most recent qualification and/or job first. State where you worked and studied, and include dates
- Be sure to include work placement, work experience or volunteer work in your Employment History.

Skills and abilities

- It is essential to include specific examples of the skills and experience that you have, which relate to the position you are applying for. You can create a separate section for relevant skills and abilities and include brief role statements in your Employment History section
- You can use Employability Skills as headings in this section, e.g.: Team Work skills
- Brief role statements indicate your main job description and tasks.

Optional information

Age, Nationality, Gender, Health details, Physical characteristics
- It is recommended that you do not include any personal details that may discriminate against you.

Additional Training Courses/Professional Development
- Include relevant training or professional development that demonstrates your commitment to ongoing learning.

Professional memberships
- If you have professional memberships or student memberships it is good to include these if they are relevant to the position you are applying for.

Interests and hobbies
- This section can provide the employer with a more "rounded" impression of you.

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Referees

Employers will contact referees to verify the claims you make in your resume and interview, and to ask them to comment on your previous workplace performance and suitability for the new role

- Minimum of two referees which are preferably current or previous employers, colleagues or teachers that have supervised you
- It is quite acceptable to state "referees available on request" and provide a list at interview
- Ensure you inform your referees each time you apply for a position.

Applicant Tracking Software (ATS)

- Widely used by recruiters and big companies
- Searches for keywords relating to the job requirements
- Do not use templates, use a clean WORD document.

General hints for resume writing

- Employers expect resumes that are relevant to the position and industry sector
- You are advised to use keywords and industry jargon matching the position description
- Use "action words" at the beginning of your sentences e.g: achieved, produced, developed
- Highlight your achievements and how you can "value-add" to the organisation
- Layout and format of your resume needs to be consistent, professional and mistake free
- Do not use tables or shading, and only use keyboard strokes for bullet points e.g: use a hyphen (-) not a bullet point for lists.

Additional help for resume writing

- Have a look at the Sample Resume Job Smart Series for an example of how to structure your resume
- Head to the Career Support section of the Student Services webpage at **www.chisholm.edu.au/studentservices** and download the resume and cover letter templates to complete your initial drafts.
  You can then have your drafts reviewed by a Student Career Counsellor, email your drafts to:
  careers@chisholm.edu.au

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