

How to Write a Resume Guide

Your resume (sometimes called a Curriculum Vitae, or CV) is the document you use to “sell” yourself as the best candidate for a position. Employers nearly always need to see your resume before deciding if you are suitable for the job or interview.

When faced with a pile of resumes to sort through employers need to be brutal. Spelling mistakes, sloppy grammar and other ‘little errors’ can be enough to land your resume in the bin.

Remember to **KISS - Keep It Simple and Straight forward** – use a simple font, plain paper and easy to read format. Avoid gimmicks and keep the number of pages to a minimum (no more than two).

There are 6 main sections to a resume: Personal Details, Education, Employment, Skills & Attributes, Interests & Activities and Referees.

Section	Include	Don't Include	Tips
Personal Details	Name, address (suburb and state is fine), telephone contact number and email address.	It is no longer necessary to include extensive personal details.	Make sure your voicemail message on your phone is appropriate for potential employers. If you have a ‘funny’ email address – create a new one!
Employment	Name and location of company, your position at the company and dates that you worked there. Include a brief summary of your responsibilities and any achievements such as being employee of the month.	Long drawn out explanations that don't make sense Embellishments of your role.	Make sure the responsibilities you list highlight your core skills. These are the skills you can use even if the jobs you are applying for are completely different e.g. Working in a team. Use bullet points to make it easier to read.

Section	Include	Don't Include	Tips
Skills & Attributes	Relevant skills and personal attributes. They should be recent and have some connection to the job. Choose attributes that you can provide real examples for, such as team captain of a sports team.	Don't include awards from primary school which are not likely to be relevant, it's great that you got the best tidy tray award in Grade 1 but probably not the best way to impress an employer. Don't grasp at straws.	Listing some of your impressive skills or personal attributes is a good way to distinguish yourself from other candidates. Sometimes we don't value things that we take for granted such as being bilingual. This is something that can be of great value to your employer or at the very least spark their interest.
Interests & Activities	Employers are often looking for people who are a good fit for their company and your interests and hobbies can tell them a little more about you. Sports you play, clubs you belong to or bands you play in are all examples that you could include here.	Whilst this section is a good way to make you stand out from other applicants, keep in mind how this information may be received by employers. 'Hanging out with mates' for example, can be interpreted negatively.	How you spend your spare time and what you are interested in helps employers get to know more about you and whether you would be good fit for their team.
Referees	Provide the name, position, company they work for, relationship to you, email and contact phone number.	Someone who can't speak confidently and well about your abilities and skills.	When employers contact them they are looking for reassurance that you are good, solid candidate who is reliable and trustworthy. Teachers or employers are good examples of people you can put down as referees. Friends or family members are not.