



Writing Resumes

Do include:

- Your name, address and phone number
- Your employment history in chronological order
- Your qualifications and training you have done
- At least 2 referees

Your referees

Make sure the person is willing to act as a referee for you.

Choose referees who have worked with you (e.g. a direct supervisor) or someone who has taught you in a course.

If your referee agrees you can include their name, position and contact phone number or you can state that details of referees are available on request.

You should **not** include:

- Date and place of birth
- Marital status and number / names of children
- Your citizenship or residency
- Photographs
- Health
- Spouse’s occupation
- Reasons for leaving previous employment
- Hobbies unless they would relate to the job
- Salary expectations

Besides your name, address and phone number, which should be presented as a focus for the first page of the resume, the main headings are:

- Educational History
- Education and Training

- Other Skills/Competencies
- Personal Statement

In the following table list the 5 things you like most about yourself and then list the five things you do best!

This exercise will help you create your own personal statement.

Things you like
Things you do well

There are many ways to write a resume. Many people have more than one resume and this is because they tailor their resume to suit the position they are applying for. You may be applying for different types of work so having a resume specifically tailored to that particular position will be an advantage.

A resume only has one function – to get you an interview, if it doesn’t ... change it



Education and Training

Education means high school and university. You can state this in the following order:

Your highest qualification.

The name of the course / certificate / degree.

Name of the institution

If you have left school in the past 3 years you can include your subjects and results. If you have no further education after school and that was a long time ago, you could leave education out completely.

Relevant Work History

Present this clearly and make sure that your work history is relevant to the position you are applying for.

The information must be of benefit to the employer.

List your accomplishments rather than describing your responsibilities, you can do this in terms of “increased profit” or “increased production” or “procedures improved by”.

Almost every job requires communication skills – check that you have included evidence of your skills in your resume!

Leave out jobs that are very different to the kind of work you are applying for.

Don't date your resume as you will have to edit and reproduce your resume every month.

If you are concerned about your age you only need to include your relevant work history for the last 10 years.

Don't leave unexplained gaps in your work history. Employers will always

target this area first so make sure you have an explanation for not working over a long period of time. Some examples of this could be study, training, being a carer or parenting and voluntary or community work.

Remember that the skills you have are not just gained from paid employment!

Other Skills or Competencies

Include any licences you have that may be relevant to the position you are applying for.

Fluency in another language if this is relevant and ensure that you specify if you “speak and/or read and/or write” in another language. In some positions a second language is a big bonus, for example: flight attendants, working in a hotel, community based organisations that provide a service to non-English speaking backgrounds (NESB) and any job that is based in a specific ethnic community for e.g. Real Estate Agent or Sales Assistant.

List all the software programs you are experienced in and include how many words a minute you can type if relevant.

Personal Statement

A personal statement can replace the traditional “hobbies and interests” section of a resume.

You may have community interests or hobbies that show initiative, creativity and organisational ability. Your personality is a very important part of YOU, use it to your advantage.



Résumé Template - Example

Personal Details			
Name			
Address			
Telephone		(home)	(mobile)
Facsimile		Email	
Languages			
	<input type="checkbox"/> speak	<input type="checkbox"/> read	<input type="checkbox"/> write
	<input type="checkbox"/> speak	<input type="checkbox"/> read	<input type="checkbox"/> write
Licence(s)			
Health (optional)	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> good
Personal Qualities (refer to explanatory notes)			
Career Objective			
<p>This must be consistent with the type of job you are applying for. For example: “To be held in high regard as an efficient team member.” “To be the sales manager of a successful manufacturing company”.</p>			
Demonstrated Abilities			
<p><i>(before commencing this section, refer to the explanatory notes)</i> Remember to use positive/action words in the past tense to give examples of your skill categories.</p>			
Communication skills			
skills			
skills			
skills			



<i>General Work skills</i>			
Professional Memberships			
Education / Qualifications			
Post-Secondary Courses			
<i>(if courses were completed overseas, indicate if they have been assessed and at what level)</i>			
Year	Course	Institution	Major
Secondary School			
<i>(optional – fill if you have not completed a post-secondary course)</i>			
Year	Level	School	
Further Training			
Have you completed any training courses?			
For example: English language, computer courses, First Aid			
Year	Level	Training Organisation	
Employment History			
Start listing your most recent job first			
From	To	Position Company Address	
From	To	Position Company Address	
From	To	Position Company	



		Address
From	To	Position Company Address
Additional Experience (voluntary work, committee work, unpaid work, etc.)		
From	To	Position Organisation Address
From	To	Position Organisation Address
Referees A referee is someone who will speak positively about your work or who you are. Do you have two workplace referees? For example: a supervisor, colleague, employer, team leader Do you have a personal referee? For example: a member of a community organisation, church, sporting club or school		
Name		
Position		
Name of Organisation		
Address		
Telephone	(B/H)	(A/H)
Name		
Position		
Name of Organisation		
Address		
Telephone	(B/H)	(A/H)