Writing Your Resume

Resume Format

- Can be scanned in 30 seconds and read in 2 minutes

- It makes you stand out: Relevant qualifications and experience seen within 10-15 seconds, sell yourself in the top quarter of the first page.

- It is specific to the job in question: redo your resume for different job applications

- Understand the needs and problems facing the employer: research the company and the industry before writing your resume

- Your resume DEMONSTRATES that you have the skills and qualities required for the job

- ONLY include photo, clip art, artistic boarders IF this style is relevant to the position

- Marital status, age, race, religion or health is not required. Do not include visa status unless you are an international student

- A resume is a business document on A4 paper, Presentation is simple, font is clear and easy to read:

    o Font is Times New Roman or Arial, text size between 9 to 12

    o Use headings and bullet lists in a consistent manner

    o Use plain business English- avoid SMS language, abbreviations, jargon and slang

    o Have enough space between paragraphs and make sure margins are not too narrow

    o Check and double check for spelling and grammar errors, have another person proof-read it

Resume Styles

Reverse Chronological

This type of resume tells the employer your career story. It is a good style when applying for the same or similar type of job. On this resume the most recent experience or education is put first and your career history follows in reverse chronological order.

Functional

This type of resume is good when changing career, have minimal experience or a break from working. A functional resume is organised by the skills you have developed and highlights the skills and evidence (ie jobs) where you developed them.

Creative

When applying for jobs within creative industries, your resume enables the recruiter to view you creative skills. For example if you were applying for a job as a graphic designer your resume may be an example of a graphic design project. It is important to balance the design elements presented and still provide the important information about you needed by the employer. It is important to include information about how to access your portfolio or examples of your work.

Building Your Resume

1. Contact Details –Include your first and last name (can be in bold to make it stand out), residential address, postal address (if different from residential), home phone number, mobile phone number (*make sure any phone-busy message is professional*), and e-mail address (*avoid humorous, nickname-based terminology*). Use a line or space under this information to make it stand out.

2. Career Objective or career Profile (optional)

3. Education/Qualifications/Training in reverse chronological order.

4. Transferable Skills, technical skills and personal attributes – particularly important for a functional resume. Be selective about the relevant technical skills and competencies you choose to highlight. Provide evidence of each skill by a short example that proves your claim. This website has lists of job skills to include in your resume under your "SKILLS".

   Open the website and go to "Resume Skills Lists":
   http://jobsearch.about.com/od/resumewriting/

   Skills are broadly defined in 2 categories:
   - Hard Skills are the skills and abilities required to perform the task eg –operate a cash register, set up appropriate play equipment for children, prepare vegetables for a soup/salad, organise a business meeting. You can read this definition on the website

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- Soft Skills are the attitudes and communication skills you have developed that add to the quality of your hard skill delivery. This includes your ability to work with others, reliability, ability to work to a deadline, leadership qualities, style of relating to others. See –- http://jobsearch.about.com/od/skills/fl/soft-skills.htm

5. Employment history in reverse chronological order (If you are writing a functional resume, do a brief employment history). For each job include the job title, organisations' name, period of employment, and your key responsibilities.

6. Relevant awards and achievements

7. Optional extras: Languages spoken, licences and accreditations, professional training, professional memberships, publications, interests.

8. Interests/activities including voluntary and community work: show your personality AND be professional. This information can support evidence of appropriate behaviour for the job and give further insight into your skills. It is also an opportunity to highlight particular responsibilities or achievements

9. References: include work related referees and one character reference (can include teachers as a referee if you are a student). Ask permission from your referees before listing them on your resume. Provide referees name, position title, organisation and contact details.

   Alternative options: Omit details of referees on your resume but state that referees are available on request or you may choose to omit current employee details and advise in your cover letter that your employer is not aware that you are job- hunting.

Resume templates

Useful for exploring examples of resume formats for different jobs/industries are:

http://jobshubnct.org.au/ and
http://office.microsoft.com/en-au/templates/results.aspx?qu=resume&ex=2&av=all

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