

Resume Quick Tips

The most effective resumes are fit for purpose. Tailor your resume to suit your target industry, occupation or job. Depending upon your circumstances, this means you may have a number of versions of your resume.

The following steps will help ensure your resume is tailored for purpose.

1. What is the Employer Looking For?

- Research a number of job ads in your target area and identify the common requirements (training, level of experience, skills and competencies)
- If applying for an advertised role, analyse the key words in the ad that describe qualifications, experience, skills and competencies
- Determine what format best suits your industry – traditional resume, LinkedIn profile, video, portfolio work on specific social media platforms

2. Self-Assessment

- Make a list of your different types of experiences – education/training, employment, volunteering, extra-curricular activities including interests
- Analyse the skills and related strengths that underpin each of your experiences
- Look for patterns or themes that indicate your strengths, values and interests
- Identify key achievements that best demonstrate your strengths

3. Resume Structure

- Use your industry research and personal assessment to determine relevant headings (industry specific) and order of information (most important first)

- Where possible, try to avoid generic headings; an engineer should have different headings to a graphic designer's resume
- Headings and subheadings should convey a snapshot of who you are

4. Curate Content

- Based on your research, determine which experiences require descriptions and which skills should be emphasized
- Use the STAR structure for significant experiences: brief information on the Situation or context, the Tasks or problems you worked on, the Actions or methods you used, and the Results or outcomes achieved.

Checklist:

- Must be free of spelling and grammatical errors
- Maximum of 2-3 pages
- Order of headings and information targets the job
- Include page number and name in footer
- Page breaks should not split headings from content
- No tables, cover sheets, photos or technical jargon
- Don't copy common templates – you will not stand out



RESUME

Checklist:

Name and contact details

- Your name is the heading; 'Resume of' or 'CV of' is redundant as is a cover page
- Sub-headings Name, Email, Address, Telephone not included – self-evident
- Date of birth, age, health, religion or marital status not listed
- Citizenship/Visa status listed (when appropriate) toward the end of the resume
- LinkedIn and other professional profile URLs optional

Career Profile (optional)

- 3-4 dot point statements highlighting significant achievements relevant to position/industry
- Evidence based statements, do NOT include "ability to" statements eg "Four years' experience delivering quality, client focused services."

Education/Qualifications

- Listed in reverse chronological order with dates
- Full title of qualification (including current studies) on first line (in bold) and education provider (full title) on second line.
- Indicate your overall academic results if outstanding e.g. distinction average or above
- Brief details of subjects, research, projects if applicable

Discipline/Industry Experience

- Uses targeted heading eg, 'Engineering Experience', 'Teaching Experience'
- May include subheadings – University, Placement, Practicums, Employment, Volunteer
- Listed in reverse chronological order with dates
- Lists position title (in bold) on first line, employer/organisation on second line
- Lists your key responsibilities relevant to the target position/industry
- Uses short, outcomes/achievements statements starting with an action word
- Quantify accomplishments, e.g. 'collaborated with a team of four'

Employment

- Follows the same points outlined in Discipline/Industry Experience
- Note: not all listed jobs need a detailed description if not relevant or is similar to other jobs previously described

Skills Summary (optional)

- Include section if you have limited relevant experience for the position/industry or the role requires specific technical skills
- Do not include section if formally addressing selection criteria elsewhere
- Lists in priority order your 3-4 most relevant skills for the role (these can be used as subheadings)
- Specific example/s for each skill clearly demonstrating your level of competence; STAR model: Situation, Task, Action, Result
- Example professional skills: communication, New Media Literacy, Collaboration, Planning
- Example technical skills: Computer programs/ languages, technical equipment/techniques

Professional Development

- Lists any relevant short courses or conferences (include year, provider)

Professional Membership

- List relevant professional association/s membership status and year/s

Community/Voluntary Experience

- List year/s and experiences undertaken on or off campus
- Includes brief descriptions of responsibilities and outcomes (format same as Employment)

Interests

- Includes 2-3 interests or social activities that demonstrate transferable skills relevant to target industry/role and a balanced life
- Provide details where possible – dates showing length of involvement (eg sport), specifics (eg travel – list countries visited)

Referees

- Provides 2-3 relevant referees who are able to comment on your workplace or university performance
- Name, job title, employer, contact details
- "Available Upon Request" statement used only if you have not located referees or if there is a confidentiality issue listing them

Other Possible Sections

Depending on your discipline/industry and level of experience, you may choose to add other sections such as:

Achievements/Awards

Career Summary/Highlights

Extra-curricular Activities

Publications/Conferences/Research Interests

Social Media Profiles/Portfolios

International Experience