



Resume tips

Be noticed

You want to make the most of your experience without the exaggeration.

What headings you should include on your resume?

Personal Details

Include your full name, address, contact numbers and email address at the top of the document. Make it easy for the Employer/Recruiter to contact you. It is a trend now not to list down your address. However, employers do find this information quite helpful.

Employment History

- Always start with your current or most recent place of employment and work backwards.
- A brief sentence outlining what your current/previous place of employment does is helpful.
- Use bullet points as they are easy to read.
- State any achievements you have accomplished in a role. You may wish to use a different heading for this.

Education

- Include relevant formal education, professional development, certificates or licences attained
- Work back from the most recent.

Interests

Keep this section brief; only include genuine interests you are happy to discuss. You may want to include community involvement here.

References

- Generally two references are acceptable.
- An employer likes to see who your referees are, especially if you are a young person without a substantial work record.

Please note on your resume that you would like to be informed prior to any contact made with your referees.

Other Valuable information

Resume photo

Make sure your photo reflects a professional image, no selfies, bridesmaid dresses or casual clothing.

Resume Appearance

- Fonts can follow a trend.
- Ink colour looks best if it is black, dark grey or dark blue. Remember, the employer may need to photocopy your resume.
- Paper must be good quality, preferably white.
- There are many resume templates in Word and on the internet. Try to go for an Australian template that is more relevant to an Australian audience.

Objective

- If you choose to do a career objective, make sure it is written with enthusiasm and keep your audience in mind, otherwise best not to include one
- The employer wants to read that you will put everything into the job. Make sure your career objective reflects your commitment to working hard.

Skills and Abilities

All too often the same skills keep coming up e.g. Team Player, punctual, friendly and supportive, organised etc. Why not use a heading 'Key Strengths'.

Use dot points and talk about your experience e.g.

- 2 years' experience delivering front line customer services
- Ability to actively listen and follow through on instruction

One stop shop for a Successful Interview

Research what the Company does!

- Print out the Home Page of the Company's website and take it to the interview. This will give a good impression to the employer and you can refer to it later in the interview if need be.

Know the location of the interview

- Organise yourself, is there petrol in the car? Is there parking close by? How long will it take to get there? Bus timetable? Make sure the location is easy enough for you to get to and from, should you be successful.
- Arrive around 5 minutes early. Don't arrive too early and ever be late!

What to wear?

- For women a nice suit, skirt or dress with a blazer is suitable. Men are best to wear good trousers, shirt and tie. A jacket is also great addition.
- Shoes must always be clean and polished.

During the Interview

Self-awareness is important. How you 'behave' during an interview always makes an impression.

Posture

- Sit up straight; remain interested in what the Employer has to say.

Eye Contact

- Don't stray away from the conversation. Remain in the room in both body and mind.

If you have had a bad experience in the past with a Colleague/Employer, there is no need to speak of this during the interview.

The Employer does not want a prospective candidate to sit in the interview sipping on a take-away coffee, chewing on gum, sunglasses sitting on their head with the car keys and wallet positioned on the table asking 'what's in it for me?' instead, they want someone with genuine enthusiasm who is clearly interested in the position.

If you were the Employer, what would you like to know? Be prepared to talk about yourself, the interview is about YOU and YOUR suitability to the role.

