

Emina needs to prepare a *resume* for her Kmart application. She goes to the library to get some tips on writing a *resume* from the library teacher.



**Narrator** Podcast 5, writing a *resume*.  
Emina goes to the library to start on her *resume*.

**Teacher** Hi Emina, can I help you?

**Emina** Yeah, I want to get a job and I need to have a *resume*. Would you have time to help me please?

**Teacher** Sure, let's go online and I'll show you some good websites.

**Emina** Thank you.

**Teacher** Have a look at this website **myfuture.com.au**. It has lots of good information about careers and courses as well as tips on writing a *resume*, and there're also tips on preparing for a job interview. You should also go to **careerone.com.au** and **seek.com.au**.

**Emina** Did you say 'trips'?

**Teacher** No, 'tips'. They are good ideas for things to do, and not to do. So have a read of these first, and I'll get some examples of *resumes* to show you.

**Emina** How to write a good *resume*... what to include in your *resume*... competencies... chronological order... Ohhh, I can't understand ...!

**Teacher** So, how are you going?

**Emina** There's a lot of information... it's hard to understand.

**Teacher** Here. Have a look at these models. They're simple but have all the necessary information. Then start on your own... and don't forget your referees.

**Emina** Oh yes. How many?

**Teacher** You need at least two referees... people who know you and can recommend you to an employer. They'll be asked about your work experience and personal qualities.

**Emina** I already asked Marie.

**Teacher** Teachers are good coz they know about your work habits, like coming to school on time, working in a team, problem solving, using the computer.... the kinds of things that are also important for a job.

**Emina** Could you be my referee too?

**Teacher** Yes, sure. I've seen you here working every afternoon... that's self management.... and joining conversation groups... that's improving your communication skills.

**Emina** Is it?

**Teacher** Yes, they're exactly the skills that employers are looking for. They're called 'employability skills'.

**Emina** Killing two birds with one stone. Or three!

**Teacher** And you've got a good sense of humour, that's important too. If you do put me down as a referee, give me a copy of your *resume* when you've finished, so I'm prepared if an employer calls.

**Emina** Sure.

**Teacher** I'll leave you to it then.

**Emina** Thanks.