

RESUME INFORMATION

A 'CV' or 'Resume' is a summary of your personal details, skills, experience and qualifications. It communicates a maximum amount of information using a minimum amount of words. Your resume is your main marketing document and its purpose is to get you an interview.

An employer spends on average 30 seconds when looking at your resume the first time, if they can see that you have the skills that they require then they will look at the resume in more detail. (It is important to present your skills on the front page).

THE RESUME CHECKLIST

- 1. Are your key strengths and abilities obvious and demonstrable?**
- 2. Does it encourage the reader to read the rest of it after they've read the first half page?**
- 3. Is it well structured and organised?**
- 4. Is it visually appealing?**
- 5. Is it likely to differentiate you significantly from the rest of the applicants?**
- 6. Is the language simple and straightforward?**
- 7. Are your strengths linked to your achievements and accountabilities?**
- 8. Have you checked, and proof read the resume?**

Preparing your resume

- There are different ways to organising the information in the resume. Talk to your employment consultant about the best type of resume for you, and ask them to show you some different examples.
- There is no such thing as a standard resume. There is no particular right way to prepare your resume. Your resume may need to be changed to suit particular jobs.
- Put the most important information on the front page so that it is easy for the employer to see what you have to offer.
- Keep it short. Your resume is to highlight skills and summarise your experience. You can explain particular points in more detail at the interview.
- Make sure your resume contains at least your contact details, your skills, your employment and education history, references and referees.
- Optional sections of a resume can include: Objectives, Summary, Hobbies, Personal Interests, and Volunteer Work.
- Keep your resume up to date.

Resume layout and presentation

- A resume should be typed on A4 paper. If you can't do this, then ask someone to help you.
- Be brief and to the point - Most resumes should be no longer than 2 pages.
- Use sensible fonts and sizes – Times New Roman 12 or Arial 12.

- Use simple easy to understand words - Make sure that you have checked the spelling, punctuation and grammar.
- Use lots of white space and avoid boxes, borders and a lot of underlining, as all of this can distract the eye from the words.
- Never send your resume without a covering letter or fax. This letter should also be tailored to the job you are applying for.
- When reading the eyes focus from left to right. To create an impression, list job titles on the left side of the page rather than the dates.

AVOID THESE 6 MAJOR MISTAKES

1. Resume lacks focus

A general resume that is not focused on the specific job requirements of the position is less competitive.

2. Resume is duties-driven instead of accomplishment driven

Accomplishments will set you apart from the other candidates. Don't just list duties in your employment history. Include achievements that demonstrate how you contributed.

Think about how you have helped your employers to:

Make money

Solve problems

Save time

Attract new customers

Save money

3. Resume items are listed in order that doesn't consider the reader's interests

Your most recent education and work experience, is most important to the employer.

4. Resume exposes the job seekers age to age discrimination, by going too far back with the employment history.

For some job seekers, their employment history dates back to earlier than 10-15 years ago. It is a rule of thumb to include no more than 15 years worth of job history.

Don't include Date of Birth and you may even consider leaving out the dates in your education or employment history. Instead you could list the number of years you were in each job.

5. Resume is not bulleted

Use dot points to make the resume more reader friendly.

6. Resume lacks keywords

As a result of becoming inundated with resumes, some employers use keyword-searchable databases and software that searches the resume for specific keywords that relate to the job vacancies. It is important to read job ads very carefully, highlight the keywords and tailor your resume to address the ad accordingly.

RESUME SECTIONS

Personal Information

Details:

First and Last name
Address
Phone (Mobile and Home)
Email Address

Career Objectives or Personal Statements

This is 2 or 3 sentences summarising your experience, skills and training and also states what you want to offer or achieve from the position.

Skills Summary and Attributes

Skills can include – technical skills, employability skills, attributes or characteristics.

Examples

Technical Skills

Computer Skills
Customer Service
Machine Operation

Employability Skills

Communication Skills
Teamwork
Problem Solving

Attributes

Punctual
Reliable
Efficient

Employment History

It is important to list your jobs in reverse chronological order – this means from most recent to least recent. The information we should provide about each of our jobs in this section includes:

Details:

Position Title (in Bold)
Company name
Start and Finish Dates (month and year)
Duties:

Education

You may put this section before Employment History if you have recently completed studies. The information that needs to be provided for these sections includes:

Details:

Year completed
Course Title (in Bold)
School where completed
Subjects (in some cases where it is appropriate or relevant)

Volunteer Work

Voluntary work is unpaid work but demonstrates your willingness and commitment to contributing and donating your time where it is needed.

Work Experience

Many people who are just starting out in working life or looking to re enter the workforce in a new field, will undertake work experience. If you have done a number of weeks, then it demonstrates that the employer was happy to keep you on. It also means that although unpaid, you are utilising and keeping your skills up to date.

Licences

Examples

Victorian Car licence

Forklift Licence

Heavy Rigid Truck Licence

Crane Licence

Achievements and Awards

These don't have to be work related. Awards and achievements are given to people who excel at what they do. Most employers would be impressed, as they want to find candidates who are hard working and competitive. This demonstrates leadership skills and ambition.

Personal Interests

Examples

All sports

Gardening

Bike riding

Socialising

Walking

Reading

Travelling

Cooking

Referees

A referee is someone who the employer can call to ask about your work skills and experience and to discuss your suitability for the position. Referees are usually former employers and should be someone who can say good things about you. If you do not have work related referees, you can use personal referees. This referee should be someone who has known you for at least 12 months and may be a teacher from your school, a sporting coach, family doctor, accountant etc.

Details:

Name of referee

Referee Position Title

Company name

Phone

REFEREES AND REFERENCES

After an interview, when an employer is trying to decide whether to employ you, they often talk to your referees – people who know about your work. Referees are people who provide a reference. A reference can be written or verbal

Choosing Referees

- Select your referees carefully; choosing people who know your skills and can give specific examples of your achievements.
- Include the names of referees with your resume.
- Make sure you read the job ad. If it asks for two referees, give two, not one or three. If it asks for written references, include copies of these with your application letter and resume,.
- Check that the referees contact details are up to date.
- If you don't have a work referee, use a leader in your community, or your employment consultant.

Briefing Referees

- Always ask a referee's permission before you include them in your resume.
- Give your referee some background information about the type of work you are applying for. Send a copy of your resume to the people who have agreed to be your referees, and let them know when you are having the interview.
- Let them know how you went with your job application and thank them for their efforts.

General Tips

- A potential employer takes notice of what a referee or reference says, they also listen to what is not said.
- Recent work references have far more impact.
- A reference has even more impact if the potential employer knows who wrote it.
- The physical presentation of the reference is important.