

# What needs to be in a Resume?

Resumes need to be aimed at a particular position, whether it's an advertised position or you are cold calling (showing an expression of interest in future positions). You may need to have more than 1 resume if you are interested in varying fields of work.

When writing a resume put yourself in the Employer's shoes; what would they be looking for and what of that can you do? Do you have skills to match?

Research and understand the position for which you are focusing your resume. What skills, knowledge or experience does it require? Use the information available in the advertisement of the position, ask others who work in the same position or use websites such as [www.jobsearch.gov.au](http://www.jobsearch.gov.au) to investigate position requirements.

## Tips for Resume Writing

- Experience, Education and Work History - start with what you are currently doing and work backwards.
- Clearly separate position, organisation, and dates so that they can be easily read.
- Include a **brief** statement of responsibilities (tasks performed) under each employment entry.
- Don't include minor or irrelevant duties. Omit duties from early jobs if they are not particularly relevant to the work you are seeking.
- Avoid inconsistent formatting – sub-headings/punctuation.
- Revise the grammar, get someone else to proof read the spelling ☺ (and remember, the spell-check doesn't always pick up mistakes).
- If you have done a lot of voluntary work you may wish to include a list under a separate heading, either community service or volunteer work. Contributing to the community in unpaid work shows excellent work ethic to an employer. Think of the employability skills you have gained. (Employability Skills Checklist is available from Limestone Coast Career Services).
- Keep your skills, strengths and key competencies strong and positive for example 'I am competent to learn new skills quickly' instead of 'I believe I can learn new skills quickly'.

## *Include*

### **Name & Contact Details**

Name, Address, Telephone, Email (keep your email address simple and professional)

### **Summary**

What are you looking for, what is the employer looking for and what you can offer them.

### **Skills & Strengths**

For example – computing skills, communication, organised, time management, customer service, reliable, punctual, strong mathematical capabilities.

### **Key Competencies**

Can you demonstrate how you achieved the above skills and strengths? For example – “while undertaking my work experience placement I learnt the importance of providing customers with a positive image of the business and that I needed to make each customer feel important”.

### **Education**

What school, what year level, what subjects you have studied and if your grades would be seen as a positive you can add them.

- There is no need to include a separate cover page with just your name on it – it doesn't achieve anything.
- **Don't use too much colour** or too many **different font TYPES AND SIZES**, it looks too gimmicky.
- Keep all information on your resume as accurate as possible, you don't want to get caught out – don't say you can type at 55 wpm when you type at 40 wpm.
- Use the name you are most commonly known by, you do not need to use your full name (if your name is Elizabeth but you are usually called Liz, it is fine to use Liz on your Resume).

In addition to paid work, there is a range of school or out of school activities that can show great employability skills.

*School canteen, baby sitting, scouts, guides, captain of a sporting team, member of sporting team, public speaking, gardening, pet ownership, charity events or collections, school representative, school band member, group leader, choir, math's or science competitions, helping neighbours, work experience, helping parents or friends in business, church, playing a musical instrument, etc.*

What skills could you have gained in any of the above?

*How about – time management, team work, communication, commitment, responsibility, organisation, problem solving, multi tasking etc.*

Also think about your achievements

*Have you ever won a school award, sporting awards, achieving musical levels, competitions etc. It takes a pro active person to achieve and employers want to employ people who are continually striving to achieve and to learn.*

Have someone read your resume; if they didn't know you, what impression would your resume be making on them? Ask for feedback. A resume is designed to get you to the interview stage, ensure it gives a positive impression of you.

*If you would like any help or advice with writing your Limestone Coast Career Services is here to help you. We have a range of example resumes and information on employability skills and position requirements.*

## Also Include

### Work History

Any part time or casual work you have done while studying. Add job title, where you were employed, when and the tasks you performed or skills you have gained.

### Work Experience

Add job title, where you were employed, when and the tasks you performed or skills you have gained.

### Volunteer or Community Services or Interests

Link skills and knowledge gained from any outside activities to position you are trying for, for example if you are involved in sport you are gaining team work and time management skills etc.

### Referee

Teachers, employers, sporting coach's or work experience supervisors. Add their name, title and contact details. Ensure that they are happy to be a referee before adding them to your resume. You will need at least 2 referees.