



Resume Writing

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Your resume or CV is your chance to personally sell yourself to a prospective employer by highlighting why YOU are the very best candidate for the job.

If your resume lets you down you don't get another chance!

How should you structure your resume?

A resume for the Australian jobs market will be very similar to that in your own country. It is a document to prove that you are suitable for the jobs you are applying for and should be designed to clearly show your experience, qualifications and skills.

There is no specific format you should use however it is advisable to cover the following areas:

Personal details

You should include your name, address, phone numbers and email address. Ensure you have a professional sounding voice mail message and an appropriate email address as opposed to `sexylegs@email.com` which does not give a professional image. It is not necessary to include details about your marital status, nationality or driving licence.

You should keep your resume updated with your Visa status if you are in the process of applying for an Australian Residency Visa.

Personal statement

This is the most important part of the resume and is designed to capture the attention of the reader and encourage them to read further. It is in this section that you need to highlight your professional attributes and tell the potential employer how you will apply these in your new role. Do you have anything unique to offer the employer? If so, this is where you should write about it. You should try not to use more than 60 words in this section.

Work Experience

List your work experience in reverse order – starting with the most recent first. Provide your job title, the name of the company, location and dates of employment. Follow this with details of your key responsibilities and achievements in this role preferably using basic bullet points.

Education

List details of your education and professional qualifications starting with the most recent first.

Skills

List information about IT packages you have used, foreign language skills or any people management experience you have. How can your skills benefit your potential employer? Give examples of how you have successfully used your skills to make improvements in the past.

Hobbies and Interests

This is an optional section. It can give the employer an insight into your personality and what motivates you, as well as indicate how well you will integrate into a team.

References

It is sufficient here to write 'available on request'

Choose a simple and clear layout

Employers spend around 20 – 30 seconds looking at your resume so it must be easy to read and important information must stand out.

Break your resume up into clear sections using a bold or contrasting font, or a simple line. When selecting your font try to use Arial or Times New Roman. These fonts are easy to read and widely recognised. The risk of using anything fancier is that the recipient's computer may not have these fonts installed and so convert them to another style which may be unsuitable or unreadable. The same is true for anything you add to your resume such as bullet points. Always keep the style simple to ensure it arrives in a readable format.

Spelling

It is essential that spelling and punctuation are perfect. Any errors show a lack of care and attention which is a negative quality in a candidate and is likely to lead to you being cast aside.

How long should my resume be?

Your resume should be no longer than 2 A4 pages, any longer than this and it is likely the potential employer will lose interest. However avoid trying to cram as much into two pages as possible using smaller font – this will make it difficult for the employer to read and have the same effect as a long resume. To avoid this don't use a font size smaller than 11pt.

