

# Resume Guide

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## Personal Details



You can choose either to put your details under a heading or go straight into your details without the heading. Alternatively you could put your personal details as a header so it can be seen at the top of each page. Include your name, address, phone number and an email address that you check regularly.

## Career objective



Make this statement count. Remember that if your resume is being viewed by a recruiter, on average they will scan it for 10 seconds looking for something they can use. This can go in your cover letter or at the top of your resume. Career objective is a brief statement of your career goal. Average of 3 lines.

## Skills & Qualities



Identify your skills and qualities & know what the market is currently demanding - If you don't know, you may need to do the research. Talk about your skills in the language that employers are using. You might want to look at job ads.

## Education



List the full course name, followed by qualification level & who the Provider is/was. Also include the end date. Put in the most recent course first and work backwards. You can also include subjects undertaken if relevant to the job being applied for. If your studies were undertaken overseas and are relevant, you might want to list their equivalency if known.

**List Education or Employment first, depending on what is most recent or relevant**

## Employment



Position held. Full employer name and their location - suburb is enough / country if overseas employment. Date position held. Also include what your *Duties* were in addition to the *Achievements* for each - Think about what you have to offer the employer that you have used or learnt in this job. If there is a connection to the job being applied for, your resume will have greater impact.

List **Education** or **Employment** first, depending on what is most recent or relevant

## Memberships



Professional affiliations relevant to the job applied for.

## Licence



Licence Class & Number if relevant. These could include Trade tickets or cards, special vehicle licences etc.

## Languages



If not already listed under **Skills**

## References



This provides prospective employers with information about “You” regarding your experience, qualities and abilities. Have two or three people preferably work related. You will need a full name, telephone number, their title and workplace. Advise them if you use their details.

Don't panic.... Your resume is a work in progress.

Further assistance can always be obtained by contacting the WSI Counselling and Career Development Unit if you are a prospective or enrolled student by calling 131 870.