

Writing an Effective Resume

The purpose of a resume is to get you an introduction to an employer.

Your resume should provide an honest overview of who you are, your skills and experience and your achievements.

Remember – a hiring manager can only assess your suitability for a role based on the information that you provide. If you don't tell them, they won't know!

Format and Presentation Tips

- Ideally your resume should be between 2 – 4 pages depending on the length of your career and the type of role you are applying for
- Always check your resume for grammar and spelling
- Use bullet points for job responsibilities, avoid using paragraphs, as it needs to be quick and easy to read
- Avoid using graphics or fancy layouts – while they may look great, they can be hard to read

Your Full Name and Contact Details

- Include your telephone number/s, email address and postal address

Employment History

- Dates of employment should be in chronological order, start with your most recent role first and then work backwards
- For each role include: your job title, name of organisation and location
- Bullet point the tasks and responsibilities for each role
- Include any successes/achievements for each role

Education and Training

- Name of institution or training provider
- Qualifications /skills achieved
- Date of qualification

Referees

- Most employers will want to contact at least two work related referees. Ask potential referees for their permission to be contacted and how they would like to be contacted.
- If you include referee details, include their contact information. If you prefer not to include your referees, write “referees available on request” under this heading.

Additional Information (Optional)

- Memberships in professional organisations
- Organisations/clubs where you are a member (e.g. school committees, sporting clubs)
- Voluntary work
- Any awards or recognition of your achievements
- Specific permits/licences that are appropriate for your type of work
- Interests and hobbies