ARDOCH

REALISING CHILDREN'S POTENTIAL THROUGH EDUCATION

Resume Tips and Tricks

A resume is a way to show potential employers your skills and experience. This should be only 1 or 2 pages max. You don't need to pad out your resume to make it longer.

How to Start

Start by brain dumping all the important information about yourself:
-Contact details
-Skills and achievements
-Work experience (If any, volunteer and unpaid as well)
-Education
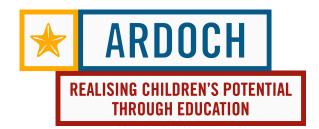-Qualifications (if any)
-References

What not to put

Do NOT put any:
-Private information (Birthdate, address etc)
-Typos or factual errors – re-read your resume before sending it.
-Images, graphics or emojis – these are just distractions
-Content in headers or footers – AI resume reading software can't read this information
-Fancy fonts – stick to basic fonts, Arial, Calibri, Verdana, Century Gothic.
-Too small or Too big text – 10-11pt text for main content 12-14pt for headers
-Information in tables - AI resume reading software can't read this information

What to include

Generally it's always good to present the information on your resume in this order:
1.   Contact details – name, email address and phone number
2.   Opening statement – a short 6 line summary of who you are and what you will bring to the job
3.   List of key skills – any skills relevant to key skills in their essential and desirable skills that you have
4.   List of technical/software skills – if they ask for any technical or specific software this is where to put it
5.   Educational qualifications – This includes the highest level of education you have completed as well as any academic achievements (leadership positions, awards, groups)
6.   Employment history/volunteering/work placements – include this if relevant, this could be work experience through school, any volunteer work you've done
7.   References/referees – this should be 2 people who can positively recommend you. Provide their name, their position title, and a way that they can be contacted. If you can a boss or supervisor (including from work experience or volunteer work) otherwise coaches can help provide a reference. Try not to use friends or family.
Not everything in the list needs to appear, only use what is relevant to you or your job

Resume Tips and Tricks

Tips

- Tailor your resume for each job you apply for – remove irrelevant information and add in employer key words
- Keep it simple and in an easy to read layout
- Scan the job ad and look for key words or any qualifications
- Research the employer to find out what they do and their challenges and priorities
- Create a 30sec pitch for that company (This could be in cover letter or resume under 'career objectives'
- Leave out anything that isn't relevant and outline the experience and skills that you have that match what the company is looking for
- Use your cover letter to help address selection criteria, use past experience (work, voluntary, school or other extra curricular activities) to provide needed information
- Keep responses clear and succinct
- Use relevant examples
- Be honest and factual

Resources

- Building your resume (Job Jump Start)
- Sample resumes and cover letters (Youth Central)
- Resume templates – why and how (Job Jump Start)
- Figure out your workplace skills so you can tailor your resume - workbook (Job Jump Start)
- Resume quality check – tip sheet (Job Jump Start)
- Being Work Ready Guide (Business Council of Australia
- How to write a resume (Youth Central)