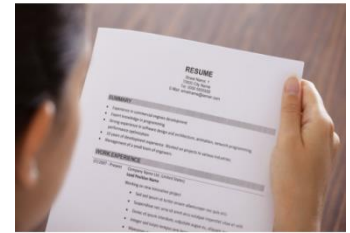


Résumé basics

Your résumé is promoting a very important product – **You!** If you were a business, your résumé would be your marketing brochure.



Statistics suggest that résumés are looked at for an average of 30 seconds. So how do you make sure your résumé not only stands out from the crowd, but also ensures it contains the right information to get your foot in the door?

There are many different styles of résumé and there is no single best format. Choose the layout that suits you and the role for which you are applying as well the industry if there are particular norms associated with it. Résumés are a very personal document and people like to create their own style. Whilst this is fine, there are some basic rules to follow. Many a résumé has been rejected because it doesn't fit the bill.

Consider the potential use of Applicant Track Systems and ensure you are developing your resume to suit these. Consider the potential use of Applicant Track Systems and ensure you are developing your resume to suit these. See <https://www.jobscan.co/blog/8-things-you-need-to-know-about-applicant-tracking-systems/> for more details.

Résumé format and style

What is the difference between a Résumé and Curriculum Vitae?

- The term **Résumé** is more commonly used as it summarises your work experience, which in turn provides prospective employers with an idea of your skills and knowledge.
- The term **Curriculum Vitae** (CV) is mostly used in academia and CVs are generally much longer, including teaching, publications and professional positions.

Your résumé should give a summary of you – your contact details, your career achievements, your work and education history and be tailored to align with the advertised role and organisation. It is critical that you keep it up to date and record achievements, new qualifications or training, new activities and responsibilities.

Appendices 1-2 provide templates for different styles of résumé:

- chronological résumé
- functional résumé

Core résumé components

As a rule of thumb, your resume should contain, as a minimum, the following:

- ◆ **Personal information** - Name and contact details (telephone and email)
- ◆ **Career summary** – a short, succinct paragraph that introduces you and broadly outlines your credentials – qualifications, experience, key skills and personal attributes. Tailor this to the role specifications and use language from the advertisement.
- ◆ **Educational qualifications** – i.e. relevant degrees, diplomas, certificates, etc. Also include licences, accreditations and certifications relevant to the role.



- ◆ **Employment History** – starting with current or most recent position followed by other positions (*if you have gaps, briefly explain the reason for unemployment – i.e. travel, study or family*):
 - Reverse chronological order
 - Only the last 7-10 years (depending on number of positions you've had)
 - Overview of your key accountabilities in each position. Focus on outcomes achieved rather than tasks.
 - Use active verbs to describe role and responsibilities
 - Include significant achievements relevant to the role that will showcase your success
 - Use language that is professional

- ◆ **Optional extras**
 - Personal or professional development activities – training courses
 - Hobbies/interests – activities that you undertake outside a paid employment context
 - Member of a sporting team – teamwork; contributing to outcomes; leadership
 - Community or voluntary work you have participated in, particularly if you have held an executive position such as President, Treasurer or Secretary
 - Professional memberships (Professional Associations etc.)
 - Languages (these may be relevant to the role)

- ◆ **Referees** (*two or three are usual*) – your current or most recent manager and others who can attest to your ability to do the job. Alternatively, you can omit referee details with a notation that they will be provided on request. Details should include:
 - Name
 - Organisation
 - Contact details
 - Relationship, e.g. current manager, client, previous manager, colleague

Tailoring

Plan and prepare how to tailor your résumé for each role – what you need to highlight or play down and what examples you will use to sell you in the best light.

Select examples and achievements that showcase your “over and above” attitude and have achieved significant results for the organisation, your team or yourself. Ensure the examples and information you provide aligns with the key criteria or job specification for the role and focusses on outcomes, not tasks.

Incorporate information you have gleaned from your research about the role and the organisation.

The panel can make an assessment based only on the information you provide. If you are required to provide only a résumé, it is essential that you include enough information for the panel to make a reasonable assessment of your abilities, experience and achievements.

If an application is “résumé only”

Some distinction needs to be made between a ‘Résumé Only’ application and a Résumé + selection criteria/cover letter response. For a résumé-only, your résumé is the only thing marketing you for the job. However, if you follow the steps in this guide, your résumé should be sufficiently tailored to suit the job and should effectively ‘showcase’ you.



Résumé do's and don'ts

Do's



- Choose a readable font size such as 11 or 12 point. Never smaller than 10. Use one font throughout. Choose a font that you are comfortable with but ensure it is modern.
- Highlight headings with **bold** type and increased font sizes. A résumé that is 'overloaded' - bulging with italic type, underlining, capitals and bold is not appealing.
- Be generous with page margins. Leave at least 2cm at the top and bottom and 2.5cm at the left and right sides. Large margins not only look more appealing and less cluttered, but on a practical note, allow recruiters to write notes. This gives a good balance of text and white space.
- Use left justification only.
- Use dot points and active language to articulate your responsibilities and achievements. Be consistent in the use of tense (e.g. deliver training vs delivered training) – use past tense unless it is your current position.
- Include your name and page numbers in a header or footer on every page.
- Ensure your résumé is no longer than 2-4 pages and includes only the previous 7-10 years' experience. Keep it sharp and succinct.
- Proofread, proofread, proofread! No, this is not an editing error. Proofread your documents thoroughly several times. Nothing gives a bad impression more than errors.

Don'ts

There is no need to include the following information in your resume:

- Date of Birth
- Marital status
- Nationality
- Religion
- Cultural background
- Parental status (including whether you are pregnant)
- Political affiliations
- Trade Union membership

In addition:

- Do not use all UPPERCASE (capitals) – it gives the impression you are shouting!
- Do not include a photograph (unless it is specifically requested and relates to the job)
- Avoid words that “over-sensationalise” your achievements. Let the achievements speak for themselves using professional language and detailing outcomes/benefits/impacts.
- Avoid abbreviations, technical jargon or acronyms unless directly relevant and accepted practice.

Finally, before submitting, check that your résumé:

- includes the best examples of your skills and achievements, tailored to the position you are applying for
- contains no spelling mistakes, grammatical errors, format errors or irrelevant content
- is comprehensive yet succinct.



Appendix 1 – Chronological Résumé template

Your Name

Mobile: xxx xxxxxx

Email: xxxxx@xxx.com.au

LinkedIn: xxxxxxxxxxxxxxxxxxxxxxxx

Professional Profile / Career Summary Statement

Paragraph

Qualifications

- Name of qualification and date awarded
-

Employment History

Current role

Date – From to present

Organisation

Responsibilities and achievements:

- Xxx
- Xxx
- xxx
-

Previous role/s

Date – From - To

Organisation

Responsibilities and achievements:

- Xxx
 - Xxx
 - Xxx
-

Referees

Name

Company

Contact telephone