

THE RESUME



How to Write a Resume

A resume is also known as a 'curriculum vitae' or a 'CV'. A resume is a summary of your skills, employment history, education & work experience.

How long should my resume be?

A resume should usually be not longer than two pages.

What if don't have any experience?

While things such as your education and work experience are ways to show how suited you are to a particular job, there are other ways to demonstrate that you are the right person for the jobs. Include your:

- Personal attributes – honest worker, hard worker, team player, excellent phone manner etc.
- Strengths – things that you're good at or enjoy
- Experience – Work experience, volunteer work, sporting commitments & achievements
- Any awards & achievements or recognition that you've received.

Personal Details

Full name and contacts including address, contact number(s) and email address (if applicable), date of birth (optional) and state if you have your drivers licence (Learners included)

Education & Training

A summary of your education & training history, starting with the most recent, making sure you include course name, when & where completed.

Employment History

Start with most recent, dates you worked there, listing the name of employer, your job title and your responsibilities, tasks and achievements

Skills & Abilities

A list of things that you are good at. These can be general skills or work related. Skills such as "Excellent communications", "Above average knowledge of Microsoft application" or "can work well in a team or as an individual" etc.

Interest (optional)

A list of hobbies and interests. This gives the employer more information about 'you'. This also shows them other areas of your life where you've gained experience such as teamwork and commitment.

Referees

List of people who can talk about how good of a worker you are. They may also discuss your reliability and attendance. They may be a teacher, sports coach, supervisor or your boss (do not include family members). Make sure you have their permission before including them on your resume. List their name, company, their position and a contact number.



Points to remember

- **Presentation** – make sure the resume is well laid out, easy to read and printed on clean, white paper in a standard font (like Arial or Verdana) and size 10 or 12 point
- **Proofreading**- Make sure there aren't any spelling mistakes, typos or grammar errors.
- **Details**- Make sure you've provided specific examples of your achievements and how you've used the skills you have.



Example Resume

Resume of

Joe Jones



RESUME

PERSONAL INFORMATION

NAME: JOE JAMES JONES
ADDRESS: 12 Handstand Street
WAGGA WAGGA NSW 2650
PHONE: (02) 6921 3456
MOBILE: 0123 456 789
EMAIL: joejones@bigpond.com
DATE OF BIRTH: 1st January 1993
LICENCE: NSW Learner's Licence (manual)

PERSONAL ATTRIBUTES

- Hard working
- Reliable & Trustworthy
- Ability to work well in a team environment
- Excellent communication skills
- Willing to undertake further training
- Average Keyboard and Data Entry skills
- Knowledge of Microsoft Office

EDUCATION , QUALIFICATIONS AND ATTRIBUTES

2009 **HIGH SCHOOL CERTIFICATE**
Higher High School

2008 **OH&S WHITE CARD**
Higher High School

2008 **BEST & FAIREST AWARD**
Wagga Bear Rugby League Club

2008 **PLAYER OF THE YEAR**
NSW Junior Rugby League Association

Example Resume

EMPLOYMENT HISTORY

2008-Current

Jim's Sport Shop

Casual Sales Assistant

Duties & Responsibilities

- Customer service & handle any customer enquires.
- Fitting shoes on customers (runners)
- EFTPOS Transactions & Cash Handling
- Cleaning
- Stock control & filling stock on shelves

HOBBIES

- Rugby League – Played for Wagga Bears since 2000.
- Water sports
- Snow Boarding

REFEREES

Jim Johnson

Jim's Sport Shop

Owner/Manager

Phone: (02) XXXX XXXX

Steve Stepson

Wagga Bears Rugby League Club

Team Coach

Mobile: 04XX XXX XXX