RESUME TIPS

Writing a resume can be challenging. It can be hard to capture your best skills and qualities in only a couple of pages. But even if you don't have much work experience, it's important to put your best efforts forward when applying for a job. Read through our tips to help you get started.

Good luck with your job hunt!

TIP #1. Keep your layout simple

Having a simple, easy to read layout will give you more of a chance for a prospective employer to actually read your resume.

Consider these points:
- Keep a simple and clean layout.
- Use only one font throughout.
- Check your resume for consistent formatting.
- Go easy on bright colours. Sticking to black ink is fine.
- No spelling or grammar mistakes.
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  (This is not a typo. We've said this twice to ensure you understand how important it is! Don't just rely on the spell-check on your computer. It is so important to get someone else to read over your resume before you start sending it out.)

TIP #2. Check your Online profile

Before you start sending out job applications, check what other people can find out about you online. Is there anything on Facebook, Twitter, Instagram, YouTube or other social media sites that could look bad to potential employers? If there is, delete it. You can also change your settings on social media sites like Facebook so that the things you post are only visible to your friends.

TIP #3. Include a tailored cover letter

As well as your resume, most job ads will ask for a cover letter. Your resume is designed to be a quick snapshot of your skills, experience and abilities whereas a cover letter allows you to inject a little bit more personality.

Don't just write a cold, boring letter that could be written to anyone. Instead try and personalise it to the company you are writing to. Perhaps you are passionate about their brand or maybe you love that some of their profits support a charity. Include some of these details in the letter to show that you have applied for a job with that company because you really want to work for them.

TIP #4. Details to include in your resume

⭕ Contact details and bio

Include your name, email address, contact number and a small bio about your interests and any career objectives you might want to accomplish. Make sure that if an employer calls you, the voicemail message on your phone is appropriate. Having an email address like ihatekittens45@gmail.com is probably not going to make a very good impression. Stick to something basic & professional, like your name or initials.

⭕ Work Experience

Any work experience is great to include on a resume including paid, informal and volunteer work.
Paid work: This includes any work that you have done for an employer where you had to give them your tax file number.

Informal work: This includes things that you might do for neighbours or within your local community like baby sitting, helping in a family business or dog walking for a neighbour.

Volunteer work: This includes things like fundraising for a charity or assisting at a community function.

Be sure to include: Job titles, the name and address of the employer, dates that you worked for them and your work responsibilities.

⭕ Education

Include your school and current year level along with any other courses you may have done outside of school. If your grades are good include them. If they aren't it is better to leave them out.

⭕ Achievements

Some people have a hard time talking about their achievements but, this is no time to be modest. Things you could include are: awards, leadership positions in school or sport, certificates, special responsibilities, membership of associations, achievements in the arts, music, drama etc.

⭕ Skills

List your skills in bullet-point format to keep it simple and easy to read. You can write things like:
- Languages you can speak
- High level of mathematical, musical, scientific ability etc.
- Basic computer skills – e.g. Word, Excel, PowerPoint etc.
- Advanced computer skills – e.g. Graphics programs, Adobe, video editing etc.
- Other skills applicable to the jobs you are applying for

⭕ References

References are likely to be contacted if an employer is interested in your job application. References should be people who know you as an individual and are willing to speak in support of you. It is common courtesy to ask someone first before putting them as a reference on your resume. Make sure you include their name, relationship to you, contact number and email address.