

How to Write a Resume

Your resume is a key document in your job search, so it is important that it is well written and structured. Your resume will influence whether you get interviews and can influence the salary you can negotiate.

Key Basic information

- Your full name
- Your mobile number
- Your street name (optional)
- Your suburb
- Your personal email address

The above should be in two or three lines maximum not a whole page

Your Career Overview or Personal Profile Describing Who You Are

The Career Overview or Personal Profile is ideally two to four sentences written as a paragraph. It's a promotional statement about you tailored to the job you are applying for or wish to target.

Personal qualities and selected professional experience and training relevant to the job you are applying for can be included in one or two sentences. The last sentence can include a career objective or goal related to the specific position targeted.

Two examples of a Career Overview or Personal Profile

"I am a motivated results-driven individual with hands-on customer service and travel experience. Resourceful and proactive, I combine effective communications skills with extensive product knowledge to identify opportunities and deliver excellent outcomes for both customer and company while working alone and part of a team. I am currently looking for an opportunity to further my career within the travel and tourism industry."

"I am a resourceful and results driven manager with 8 years' experience in a technical and operations environment. Analytical with strong people management skills, I have a successful track record of developing best practices that facilitate more efficient processes and creating strong cohesive teams capable of independently achieving operational objectives and targets."

- Your personal strengths - related to the job you are applying for
- Your key work strengths - related to the job you are applying for
- Previous roles

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In reverse chronological order list your current and previous roles with the month and year, name your position and the company name. Under each role list responsibilities and achievements relevant to the role you are applying for or the types of roles you are targeting using bullet points.

- Referees – write “on request”

Other Resume Writing Tips

- Use key words used in the job ad when applying for advertised jobs
- Separate each section by using bolded headings and /or a line across
- Save the resume as a Word document. PDFs cannot be read by some recruitment software
- Use 12pt font and a reader friendly font such as Arial , Calibri, Georgia or Franklin Gothic Book
- Save the document with a title, with your name and the name of the role eg.
ESchwartzAdminAsstResume.docx

For further information on job seeking skills, you may like to attend one of our Tools and Techniques for Job Seeking workshops.

The workshops include information and tips on:

- *Job search strategies (including using career websites, recruitment agencies, LinkedIn and networking)*
- *How to identify and respond to key selection criteria*
- *How to write a cover letter and resume and target them to each position*
- *Interview skills*
- *Employability Skills*

Previous participants of this workshop have found it to be very useful and enjoyable. For bookings or more information, please call the Employment & Education Centre on 8517 5912 or email eec@jewishcare.org.au