



IMPLEMENTING MY CHOICE



Résumé Writing



Learning Outcomes

The information in this career resource will develop your:

- Understanding of résumés and their purpose.
- Knowledge of different sections of a résumé.
- Skills in writing a tailored résumé.

What is a résumé?

A résumé is one of the documents that you need when you want to get a job. It is typed and tailored to the specific role you are applying for. Your résumé summarises who you are, what you can bring to the role and your skills, experiences and achievements that are relevant to the position you are applying for. This information is listed and described under relevant headings.

How long should a résumé be?

Your résumé is a summary so it should include relevant information and be as brief as it can be, while also having enough white space to make it appealing to the eye.

There is no set rule about the length of your résumé, but in Australia some résumé writing experts say that a school student should aim for a résumé of 1-2 pages, while others recommend no more than 4 pages.





What information should be included in your résumé?

1. Your Contact Details

The top part of your résumé should include your:

- Name (in a larger font than other information on your résumé).
- Email address.
- Mobile phone number

For security reasons you may not choose to include your full street address on your résumé. Employers will contact you by email, text message or phone rather than mailing a letter to your physical street address.

Here is an example of how you could present contact details on your résumé:

My Name

xxxxxxx@mail.com

Mysuburb, Mycity, Mystate, 0045

Mobile: 0419 666 777

2. Opening statement

Your opening statement is a short paragraph (2-4 lines) where you summarise what you can bring to the role and employer. This statement is often referred to as your value proposition, i.e., what value you can bring to the role.

The heading for your opening statement may be something like Profile or Summary. Or you may type your opening statement without a heading. Another option is to start your opening statement with your objective as a heading as shown in the example.





Example

School student seeking farm labouring work over the Summer holidays

Previous casual work in school holidays picking fruit, fencing, drenching sheep and doing general farm hand work. Ability to follow all safety procedures, communicate effectively with supervisors and other workers and to work as a member of a team. Teamwork skills gained through playing Club and school soccer.

3. What You Have Done: Education and Work

For school students it often seems logical to include a section on education next. However, if you are applying for a job and have had some prior work experience it is usually best to put work history before education.

Work History

This can include paid employment such as part-time or casual jobs, school work experience or volunteering.

You may wish to use sub-headings for these different types of work experiences. Under each sub-heading, list your work experiences from most recent to least recent. For each role, include the title of the role (e.g., Sales Assistant), the organisation or business name and address, the length of time that you worked in the role, a summary of your responsibilities and your achievements.

Example

School Work Experience

Electrician, Electrix Pty. Ltd., Mytown – 2 weeks work experience, June 20XX

Responsibilities: Measured and cut wire and conduit, stripped insulation from wire ends, examined electrical units for loose connections and broken insulation, tightened connections, used measuring devices and testing equipment.

Achievements and Contributions: Received a positive report from my work experience supervisor.





Example

Education

Hilltop School, Mytown – 20XX-Current

Year 11 Subjects and 20XX Mid-Year Results

Certificate II in Construction – progressing to competency

English - C

Mathematics – A

Science – C

Physical Education - B

School Achievements:

Member of the School Charity Fundraising Committee – 20XX

Academic award for Mathematics - 20XX

Qualifications

CPCCOHS1001A – Work Safety in the Construction Industry - White Card

Responsible Service of Alcohol

Car Drivers Licence - Manual

4. Key Skills and Attributes

This is where you can highlight the skills and attributes that you have that are directly related to the position. First of all you need to read the job description carefully.

If you are cold calling, that is, taking your résumé into an employer when you don't know if there is a job available, look up the personal requirements for the occupation you are applying for by doing a keyword search for the occupation on <https://www.goodcareersguide.com.au>. Once you have worked out what skills and attributes the employer is looking for, you need to construct headings for these.

Example

Advertisement for a Carpentry Apprenticeship:

"We are looking to put on a Carpentry Apprentice. The successful candidate will demonstrate:

Excellent communication and presentation

High achievement in Maths and English

Strong desire to work in the Building and Construction Industry

The ability to work effectively as part of a team."





Possible Headings

- Enthusiasm for the Building and Construction Industry
- Communication and Presentation
- Teamwork
- Academic Skills

Beneath each heading give examples from your experience to show that you have the required skills and attributes.

Example

- Enthusiasm for the Building and Construction Industry
 - Completed two weeks school work experience in Carpentry
 - Studied woodwork since Year 7

5. Referees

This is always the last section. Referees are the names and contact details of people you have asked to support your application for a specific position.

Example

Brad Johnston, Owner/Manager, BJ Building
Mobile: 0451 444 678

Jason Smith, Soccer Coach, Hilltop Football Club
Phone: 0400 111 223

6. Other Sections

Depending on the job requirements and your experiences, there may be other relevant headings and content that can be included above the Referees heading.

These could include headings such as:

- Awards
- Computer Skills
- Community Service
- Interests
- Leadership
- Presentations
- Performances





Tailoring Your Résumé

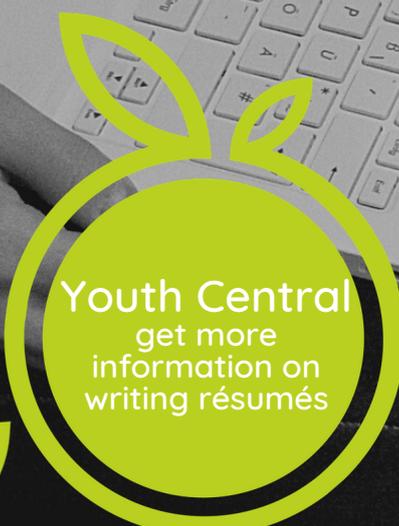
The main sections you are likely to need to change to tailor your résumé to the role you are applying for include:

- Opening statement – this must highlight what you can offer the specific role you are applying for.
- Key skills and attributes.
- Potentially reordering résumé sections to make a better match with the job requirements. For example if you are applying for a Carpentry Australian School-based Apprenticeship and you are studying Woodwork at school, you may put Woodwork first in your list of school subjects.



Additional Resources

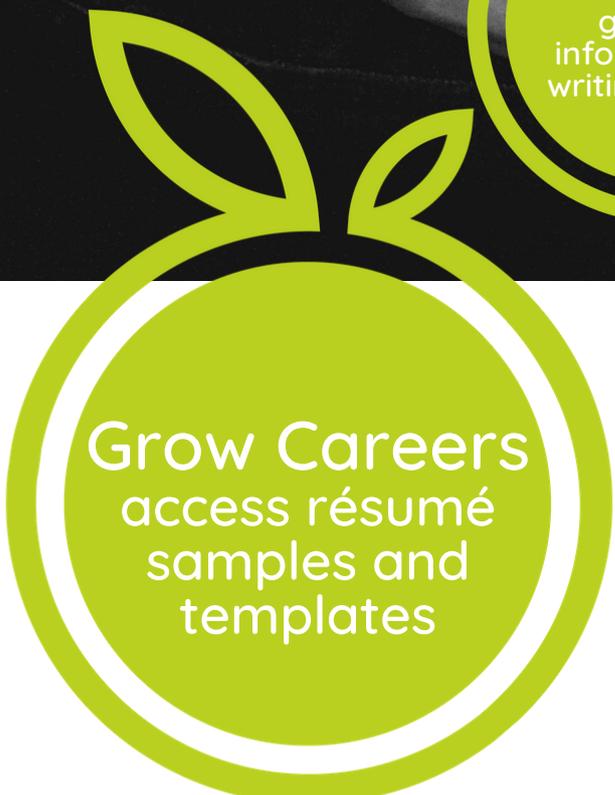
1. www.growcareers.com.au/index.php?id=47
2. www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-resume/sample-resumes
3. www.jobjumpstart.gov.au/toolbox/applying-for-jobs#toolbox-links



Youth Central
get more
information on
writing résumés



Job Jumpstart
Articles and tools to
help you with job
applications



Grow Careers
access résumé
samples and
templates

What To Read Next

1. Applicant Tracking Systems
2. Writing Cover Letters

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