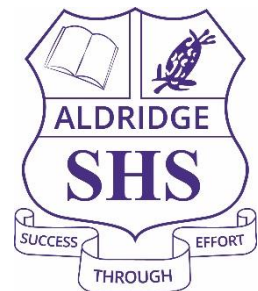


Creating a first Resume

Preparation Helps Ensure Success



Name: _____



What is a resume?

The purpose of a resume is to get you to an interview. Very few jobs will be offered on resumes alone. Your resume is the first meeting between you and the employer – Make it count! Employers request resumes as a method to pre-screen job candidates for the required skills, experience and abilities needed for a specific job opening.

Tailor your resume for the job you want, not just “any job”.

Do I really need a resume?

YES! If you do not have a resume, you may not get an interview. Without a resume, employers may not be willing to speak with you about your skills and work experience. Your resume will compete with other resumes. Employers scan and compare your experience and qualifications with the experience and qualifications for the job you’re applying for. To compete for an interview, your resume needs to include, at a minimum, your skills, past work history or school activities and your education. For an interview in a highly competitive industry or higher-level position, your resume will need to focus on your accomplishments, for an entry level position you should highlight your strengths, school work and activities. Are you sending a resume to employers and not getting interviews? Look carefully at your resume. If you do not get the interview, your resume is not doing its job.

Do’s for a resume

- ✓ Do include your name, address, phone number, & email address
- ✓ Do make sure your resume is error free – no typographical, spelling or grammatical errors
- ✓ Do list your skills, qualifications, and accomplishments in a primary position on your resume
- ✓ Do select an appropriate format that includes a clean, professional appearance and an easy to read font
- ✓ Do make sure your resume is brief, well organised, and focused on the position for which you are applying
- ✓ Use bullet points with short phrases

Do not’s for a resume

- Do not include a date; you should put a date on your cover letter, not your resume
- Do not include personal pronouns such as “I” in your resume
- Do not include abbreviations in the body of your resume
- Do not include personal information such as height, weight, tax file number, driver’s license number, race, religion etc.

RESUME WORKSHEET

The purpose of this worksheet is to help you gather and write down the information needed to create your resume.

Fill in all of the blanks within the worksheet. Be sure the information is **accurate**.

You will use this information to develop or enhance your resume. Take the time to look up anything you are not sure of: dates, locations, proper titles, or the correct spelling, etc.

Skills: Skills are things you can do, as well as things you know and have experience doing.

List any skills you have that can help you do the type of work you want to do:

Think about what you can do; review job descriptions for ideas or look up a past job title or the job title of the job you want.

_____	_____
_____	_____
_____	_____

Transferable Skills: Transferable skills are skills you learn or use in school, work experience/volunteering or in another job that may help you in your next job. Be sure to use your own words to describe your transferable skills.

List any skills you have developed at school or in other jobs that may help you in a new position:

- | | |
|--|--|
| <input type="checkbox"/> On time to school/class/punctual | <input type="checkbox"/> Complete assignments/meet deadlines |
| <input type="checkbox"/> Research information/gather data | <input type="checkbox"/> Prepare equipment for sports/set up work area |
| <input type="checkbox"/> Play sports/teamwork | <input type="checkbox"/> Write papers/prepare written reports |
| <input type="checkbox"/> Organise homework assignments to complete on time/organise priorities | |
| <input type="checkbox"/> Talk to teachers about school work/communication | |
| <input type="checkbox"/> Supervise younger children/class projects/lead and manage situations and projects | |

What other transferable skills do you have? List your additional skills below:

_____	_____
_____	_____
_____	_____

Personal Attributes or Characteristics: These may be important to an employer. Think about the traits you may have that an employer would find desirable.

Check those that apply and be sure to add to the list. You may wish to use these attributes or characteristics as you develop a summary statement.

- | | |
|---|--|
| <input type="checkbox"/> Works well with others | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Friendly |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Independent thinker |
| <input type="checkbox"/> Hard worker | <input type="checkbox"/> Follows directions & rules |
| <input type="checkbox"/> Listens well | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> School Leader | <input type="checkbox"/> Tries hard to achieve good grades |
| <input type="checkbox"/> Gets work done without instruction | <input type="checkbox"/> Asks questions |

Computer Skills or Other Technical Skills: Technical skills, basic computer skills are used in jobs at all levels in today's workplace and may be important to an employer.

Check the computer skills you have and be sure to add to the list.

- | | |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> MS Word | <input type="checkbox"/> Internet |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Email | <input type="checkbox"/> Photoshop |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Additional Skills: Everyone has skills. Review job adverts and list any other skills you have that may be important to an employer. Review old job descriptions, ask parents, friends or teachers.

List any other skills that might help you when you have a job.

Summary Statement: It is very important to communicate your value to a potential employer. On your resume a Summary Statement at the beginning of your resume is an excellent way to demonstrate your value. This statement consists of several brief sentences that focus the reader’s attention on the most important qualities, achievements and abilities you have to offer. Resumes are quickly scanned during the initial review, making it very important that your resume successfully “sell” your credentials. Writing a powerful summary statement about your accomplishments, qualities, skills and the value you bring to the employer and sharing your experience, transferable skills, or special knowledge related to the job you are applying for, helps you stand out to land that interview.

Draft your summary below and answer the question – **what can you do for the employer?**

SUMMARY/PERSONAL STATEMENT/CAREER GOAL

Experience: Employers are interested in the type of work experience you have, or the paid work you are doing, or have done, as well as the name of the organisation or business where you did this. They will also like to know when you did the work, and the type of experience you gained.

List your most recent experience first. Be sure to list school work experience/activities and volunteer work as well as paid work experience. If you lack paid work experience, list chores, school activities and volunteer experience that you may have. For example, if you volunteer on Saturday at the animal shelter, you can add that experience to your resume. You do not have to be paid to count it as experience.

List any experience you have below:

Your most recent job/experience should be listed first!

Position, Title or Job you did: _____

Business Name: _____

City/State (location where you worked): _____

Dates Employed From: _____ to: _____

Month/Year (When job started) **Month/Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day:

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Work experience / volunteer

Position, Title or Job you did: _____

Business Name: _____

City/State (location where you worked): _____

Dates Employed From _____ to: _____

Month/Year (When job started) **Month/Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Work experience / volunteer

Position, Title or Job you did: _____

Business Name: _____

City/State (location where you worked): _____

Dates Employed From _____ to: _____

Month/Year (When job started) **Month/Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Education: Employers are interested in your education and how it relates to the type of work you are seeking. If your education has prepared you for work in a specific type of business and/or specific industry, it will be important to highlight this and the experience that you have gained at school on your resume. If you lack paid experience, your education and volunteer/school work experience will be very important parts of your resume. List your highest level of education first.

Special Course or Vocational Training (e.g TAFE Certificates)

Certificate name: _____

(list year completed or include your expected completion date if currently at school)

Name of Training Provider: _____

Expected completion date: _____

High School

Year 12 QCE: Yes No currently completing

Current year level or last year completed:

(list year you expect to graduate if currently in school): _____

Name of School: _____ City/State: _____

Subjects studying: _____

Awards, Achievements or Event/Activities: _____

Other Training or Relevant Activities: Employers are interested in the training you have received, as it may relate to the type of work you are seeking. This can be a very important section of your resume, if your paid experience is limited. Have you received leadership or other specific training in school or as part of a club or volunteer organisation? If so, include in this section.

List any school activity, vocational training, on-the-job training, military/cadet training, student leadership training, sports team, clubs or other specific school courses (e.g. First Aid, Construction White Card):

Name of Activity or Training School: _____

City/State: _____

Courses taken: _____ Dates from: _____ To: _____

Licenses or Certificates held: _____

School Activities: _____

Volunteer Activities, Service Organisations or Achievements:

List your most important achievement to date: _____

References:

Your references should be work, volunteer or school related. Contact three (3) people who are willing to be a reference for you. You will need to ask each person for their complete name, title, phone number and e-mail address. Record the information below.

Your references should be people whom you have worked with or who know you well and are willing to speak about the quality of your work and your skills and or your character. Select people such as a current or prior work manager or supervisor. A personal reference such as a neighbour, or someone who lives in your community, a coach or a teacher. **Family members should not be used as references. Do not include anyone you have not spoken to ahead of time, or anyone who will not give you a good reference!**

Upon completing your resume, send each of your references a letter thanking them for agreeing to be your reference. Be sure to include in the letter information about the type of job you are seeking

and enclose a copy of your resume.

1. Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Business Name: _____
Phone or Mobile: _____
Email Address: _____

2. Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Business Name: _____
Phone or Mobile: _____
Email Address: _____

3. Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Business Name: _____
Phone or Mobile: _____
Email Address: _____

Now you are ready to use all the data you have gathered and prepared to create your resume. Select and copy the most important data, accomplishments and skills to communicate your value and experience to a resume format. You may wish to explore different styles and formats by searching the internet. Some formats may favour particular industry, professions or employers. With a great resume, you'll be ready to begin your job search.

Be sure the information is **accurate**. Take the time to look up anything you are not sure of: dates, locations, proper titles, spelling, etc.

✓ REMEMBER, KEEP IT SIMPLE

FOLLOW THE RIGHT FORM

- It is best to write in complete sentences, however you may use short action phrases to list your accomplishments
- Avoid repeating the same action verb (e.g. developed, organised)
- **Do not use personal pronouns (e.g. me, I, she)**
- When describing a current job/position, use the present tense and use the past tense when describing a past employment
- Keep the length of the resume to one or two pages
- Update your resume every three months or when your circumstances change, even if you are not actively looking for a job

MAKE IT LOOK GOOD

- ✓ Use standard A4 page
- ✓ Use a matching envelope when mailing your resume
- ✓ Typeface/Font should be easy to read. Avoid the fancy script-like fonts
- ✓ Use black ink
- ✓ Font-size should be 10 -12 points

- ✓ Highlight section headers with boldface type
- ✓ Be consistent, use single spacing for individual statements and double spacing between sections

SOCIAL MEDIA PROFILE

Do you have a Facebook, Instagram, Google+ or other social media accounts? You may be surprised to learn that many employers will look at your social media activity before they even decide whether to contact you or not. Having inappropriate content might cause an employer to disregard you as a potential employee. The top reasons employers reject candidates after screening them on social media includes: Lied about qualifications, inappropriate photos/video & comments, comments about previous employers (or school), poor communications and heavy partying. Consider what you put on the internet, or at the very least check your privacy settings to secure the content you don't want everyone to see. Stop – think before you post!



BE CONTACTABLE

An employer can't offer you an interview if they are unable to contact you. Once you start to hand out your resume or submit an application, have your phone close-by or regularly check your messages.

- Remember that every time you answer your phone, you could be talking to someone who may want to give you a job, or an interview. Keep this in mind when answering calls, give a positive and professional first impression. It can be as simple as: "Hello, it's [your name] speaking".
- If you miss a call, check your messages. Don't assume they will call back if it's important. Most employers won't waste their time on someone who doesn't respond to messages. If they leave a message asking you to call them, make sure you do as soon as possible.

VOICEMAIL MESSAGE

Do you have a comical or inappropriate message on your voicemail? Your friends might think it's funny, but what would a prospective employer think? Remember first impressions are very important. Consider your existing message and whether it needs to be changed to reflect a more professional you.

CREATING A PROFESSIONAL EMAIL ADDRESS

While a "cute" or "cool" email address can seem clever among your group of friends, it can send the wrong message to a potential employer. Avoid email addresses that use nicknames, profanity or are offensive. Employers do not want to see these kinds of email addresses on job applications. The following examples are considered inappropriate for resumes or job applications:

ladiesman@hostname
girlygirl@hostname
spacecadet@hostname
netflixandchill@hostname
sleepin01@hostname
evilgoddess@hostname

Not only do the above emails come off as juvenile, but a few of them would also make employers question your character. For instance, "sleepin01" may raise concerns about laziness and motivation. It's fine to have a separate email address for personal use among your family and friends, but be sure

to create a professional email address before you begin filling out job applications when applying for employment.

CHOOSE A SIMPLE AND STRAIGHTFORWARD EMAIL ADDRESS

When creating a professional email address, keep it simple and practical. Use variations of your first, middle, and last name. Here are some ideas to guide you:

- john.smith@hostname
- jsmith@hostname
- johns@hostname
- john.r.smith@hostname
- smith.j.r@hostname

Taking a little time to think about how your email looks from an employers perspective can go a long way toward presenting a professional image.

Find handy career information at

Joboutlook.gov.au



Jobjumpstart.gov.au



Practice your job interview skills at:

[jobactive YouTube](https://www.jobactive.gov.au/)

11 places you can search for a job

1. Job websites

Job websites are the most popular way to search for jobs. They feature jobs advertised by employers and employment agencies. They typically let you search jobs by keywords, occupation, location, employment Some websites such as **Seek** and **indeed** advertise jobs in all industries, while others specialise in just one industry. You can save your job search and be sent an email when jobs come up that match your interests and preferences. On some sites, you can also create a profile and upload your resume so employers can contact you if they have a job that suits you.

2. Company and organisation websites

Companies, organisations and government departments often advertise vacancies and graduate programs on their websites. Check for a 'careers' or 'about us' section on the homepage. They also advertise through their social media accounts (Twitter, Facebook, LinkedIn and Google+). You can follow companies and subscribe to their feeds on social media to keep updated about opportunities.

3. Social Media – LinkedIn / Facebook

LinkedIn has emerged as an important platform for finding job vacancies. Companies, organisations and government departments all advertise jobs on LinkedIn. If you create a career profile, LinkedIn will use information from your profile to show you jobs you may be interested in. You can also save jobs and searches, to find out when new results match your criteria. Consider your LinkedIn profile to be your online resume and make sure you clean up your digital footprint. There are many useful online resources with tips for developing an impressive LinkedIn profile – try Googling.

4. Labour hire and employment agencies

There are some jobs you can only find out about through employment agencies. Agencies regularly contact employers to ask about job openings, and employers place vacancies directly with agencies. Labour hire and temp agencies match workers to available jobs. In this arrangement, the agency becomes your employer, assigning you to different jobs. Some employers use labour hire and temp agencies to trial workers before offering permanent employment.

5. Networking

Networking is an important way to find out about suitable positions. Develop a strategy to get you and your message known by those most likely to connect you to suitable positions. There are many formal networking events (often organised by professional associations, see below) but you can also use your local and personal networks formed through community involvement, work experience/ volunteering, sport or hobbies. Let people know what your plans are and what position you are now looking for.

6. Professional and trade associations

Professional and trade association websites may have job advertisements, or run in-depth articles about industry trends. Professional associations often offer training and host events that may be excellent networking opportunities. Some examples of professional associations are **Certified Practising Accountants (CPA)**, **Master Builders Australia**, **Restaurant & Catering Industry Association**. You could try a Google search for professional associations related to your career interests in your state.

7. Events

Events such as career expos also offer job search opportunities. Industries promote themselves as career options and employers give out information about working with their companies and their current vacancies. Sometimes you can apply for a position right there, so take a few copies of your resume with you and be prepared in case there's an opportunity for an on-the-spot interview. Try a Google search for career expos in your state.

8. Centrelink

When you register with [Centrelink](#), they will give you information about searching for jobs and the services or programs you might be eligible for such as [jobactive](#).

9. Group Training Organisations

Group Training Organisations employ apprentices and trainees and place them with 'host employers'. As an apprentice or trainee with a Group Training Organisation, you're sure of continuous work and training.

10. Newspapers

Check local papers for local jobs. The articles in the career and employment section, or in the business section, also tell you about trends, businesses or projects starting up or expanding.

11. Noticeboards / School Notices

Noticeboards can be a source for local jobs, often based on a casual or part-time work arrangement. Keep an eye out for job vacancy notices in places like, shop windows & counters, community noticeboards (often found at supermarkets, libraries and shopping centres), school notices.