Hints for Resume Writing

Writing your first Resume can be difficult. This factsheet is designed to help you understand the purpose of a Resume and how best to present your skills and experience to potential employers, so they are interested in meeting you.

What is a Resume?

- Your Resume is a piece of work completed by you, almost like a sales pitch on a sheet of paper.
- Your Resume is used to show a potential employer that you have the right experiences (not just paid work experience) and the ability to perform. It shows the skills you can bring to their organisation, your motivation to succeed and highlights that you are the type of employee they are looking to recruit for that particular job.

Tips on preparing your Resume

- Your Resume should be a maximum of two sides of A4 long - if your Resume is too long, the employer won't have time to read it.
- Use a font size no smaller than 10 and use a normal font such as Arial or Times New Roman. If an employer can't read about you, they won't want to meet you!
- Use simple, plain and positive English with clear and concise content – don't waffle!
- Check the spelling and grammar before sending your Resume to employers. If you are unsure of how to spell a word, use a dictionary to check it. Have a family friend or neighbor check that your whole Resume reads well – a fresh pair of eyes will spot any small errors that you may have missed.
- Your Resume layout should be easy to read and nice to look at. Look at a 'standard Resume template' online and then add your own small touches to make yours different.
- Avoid using fancy borders because this will take the focus away from the important parts.
- You don't need to include driving license details (unless you are applying for driving jobs) – *only applicable to those aged 17+*
- Don't include a photograph – unless you are applying to be Australia's Next Top Model, an employer won't need to know what you look like!
- Remember: don't make things up to make yourself sound better, it's important to be honest!
- Print out your Resume on quality paper. And make sure that you save a copy on your computer so that it's ready for any other applications.

What you need to include in your Resume

Contact details
- Your full name should be at the top of the page (not the nickname that your mates use!)
- Full home address including postcode.
- Mobile phone number and home telephone number if possible – give the employer some different contact options.
- ☒ An email address – make sure this is appropriate (using an email such as ilovesweets@gotmail.co.uk is not appropriate and employers will sift you out straight

away). A more suitable email address would be using your first name and surname, for example: StevenJones@gotmail.com.

Mini profile
- This is the most important and useful part of your Resume because it highlights you as a candidate and why you are different from the rest.
- Make it either a short and snappy paragraph, or use bullet points highlighting your best skills.
- Ask someone to check it for you or, better still, get someone you know to give you a few points on the type of person you are; this should help you highlight your best personal qualities.

Education and training
- List your education (school/college) and qualifications highlighting the dates and where you attended (Highest qualifications/levels first but not as far back as primary school).
- If you have them, include your grades – put 'grades pending' and the likely date where you are yet to take your exams or receive your results.
- If you have done any additional training at school or as part of any voluntary work or summer jobs, also list this here (for example, a Food Hygiene Certificate)

Work and voluntary experience
- List your most recent job (even if it was a summer job), work experience or voluntary work first and work your way back. Employers will want to see your up-to-date experience at the top.
- Don't forget to list your main responsibilities, the dates you undertook the activity. If you have previously done any paid work, also include your job title.

REMEMBER: Don't worry if you have little or no work experience. There are plenty of other ways to show employers that you have the right skills and abilities to work for them and highlight that you are the best candidate for their company. Think about the following:

School
- Have you been part of a club or group at school or college where you had responsibilities?
- Have you helped to organise school or college events? Did you have to keep records? Hold meetings? If so, these are perfect examples of being organised, working in a group, using your initiative and sticking to deadlines.

Outside of school
- Have you taken part in any Duke of Edinburgh awards or similar? These are also examples that you have worked within a team and followed instructions.

Voluntary
- Have you done any voluntary work? Girl Guides or Scouts? Local charity shops? Local elderly home? These are good examples to use as well.

Key skills and achievements

- If you have key any achievements (awards or certificates) that are relevant to the job for which you are applying, list them. For example, you may have won a prize at school for a particular project, undertaken your Duke of Edinburgh Award or raised money for charity via a fun run or something similar.
- Don't put anything and everything here (an employer won't want to know about every swimming badge you ever won) – stick to key highlights that can show you in the best light.
- If you don't have any relevant achievements, it's nothing to worry about. You can leave this section out.
- You can also put other skills here, for example, highlight your IT or public speaking skills.

Interests and hobbies

- These may sometimes be used as an 'ice breaker' if you are called for an interview, so make sure that they are genuine interests.
- Remember to include hobbies relevant to the job for which you are applying, for example cooking if you are applying for a chef's role.
- Make sure that you have examples to back your hobbies up if called for an interview.

References

- Not essential on your Resume – they will only take up unnecessary space. The best thing to say is: 'References available on request.'
- When requested, for your first role it is okay to give the details of a teacher, or perhaps a volunteer leader or sports coach as reference.

How to make your Resume to stand out from the crowd:

- If you are applying for a job that requires a specific skill, for example gardener, make sure that you highlight this skill – you have to show that you are capable.
- Use the job description for the vacancy. If you don't have one, look at the company's website or use any brochures you can find. This will help you to establish the kind of candidates that particular company is looking for.
- Think about what you have to offer to the specific employer – how are you different from the rest?
- Use words from the job advert and put these in your Resume. This can also be included in your covering letter. This will prove that you have read the advert properly and paid attention to detail.