workskills

Tip Sheet:
Putting a resume together

What is a resume, and why do I need one?

Your resume is a very important document. Employers will almost always ask to see your resume, or curriculum vitae (CV). A resume and a CV used to be quite different, but these days, they are considered the same thing.

A resume is a short document that summarises your working life, with some other relevant personal information added as well.

It is important to keep your resume up to date, and relevant. It is also important to tailor your resume for each job you apply for.

What should I include?

Relevant personal details

This gives the employer a quick overview of who you are.

Include:	Include only if relevant:	Do not include:
● Name ● Address ● Current phone number ● Current email address ● Qualifications	● Hobbies or interests ● Membership of an organisation ● Affiliation with a group	● Date of birth or age ● Photo ● Marital status ● Number of children

Professional profile

This gives the employer an understanding of why you want the role and why you would be a good choice.

Include:	Do not include:
- Your strengths - What you can bring to the position	- Lots of writing. This section should only be a paragraph or two - Details from another application. Make sure you tailor your resume to this job

Skills summary

This adds to the employer's understanding of why you would be a good choice. It helps them to see that you have the ability to do the job well.

Include:	Do not include:
Qualifications and skills relevant to this position	- Qualifications and skills which are not relevant to this position - Lots of writing. This section should only be a few dot-points

Work history

This helps the employer to see that you have relevant experience, but also that you are able to commit to working.

Include:	Include only if relevant:
- Previous positions in order, with the most recent first and the oldest last. - Job title - Employer	- Very old roles. If you have a long work history or lots of jobs to list, only include the most recent ones. - Volunteering positions. Make sure you are clear that they were/are unpaid roles.

● Dates ● Responsibilities for each role ● Key achievements for each role	

Additional qualifications, training or experience

This is where you can include relevant details the employer may not have seen in the previous sections. Make sure you only include things which add to your suitability for the role.

Referees

References are important for the employer to check that what you are claiming is true, but also to find out more about what you are like to work with.

Choose your referees carefully, because they can be the last step between you and the job you want. It should be someone who you worked for, or with, in the recent past. Select three people who can speak to different strengths of yours.

Include:	Include only if relevant:	Do not include:
● Their name ● Their current organisation and job title ● Current working phone number ● Current working email address ● How they are relevant - where did you work together? What was their role then, in relation to yours?	● Personal referees. These should only be used if they can very strongly speak to your skills, or if you have no other referees ●	● Your friends or immediate family ● Past employers or colleagues who might speak poorly of you or your work

What should it look like?

Presentation is extremely important. Employers sometimes look through hundreds of resumes at a time. No two resumes will look exactly the same, but here are some things to think about:

Visual appeal:	Clarity:
● Your resume should be typed up in black and white, in a simple font ● Use lots of white space around the sections so it doesn't look crammed in ● Resumes are not a place to be creative and artistic, unless the role or the job advertisement asks for that specifically ● Never include pictures, clip art, or decorative fonts ● You should always type your resume and print it out on clean paper ● Once you have printed it, keep it protected in a folder	● Your resume must make sense to the employer ● Don't use too many long sentences. Dot points are usually fine ● Make sure the sections 'flow' from one to the other ● Be specific. Don't be too general or vague with any of your statements
Accuracy:	**Spelling and grammar**
● Everything in your resume must be true ● Work experience must be in date order from most recent to least recent ● Don't exaggerate your skills or experience. Remember - if you get the job you must be able to do it or you won't have it for long	● You must proofread your resume ● Use spell check on your computer, but don't rely on just that - you must read it ● If you know you aren't very good at spelling or writing, that's the time to ask someone else for help. You can ask someone you trust, you can contact us at Workskills, or sometimes your local library has volunteers who are happy to help with this sort of thing

Some bonus tips:

- If you are given a word or a page limit, stick to it. If you aren't given a limit then three pages should be the absolute maximum for a resume

- Keep a 'master copy' which includes everything. Don't submit this copy, but use it to pull relevant information from when you are tailoring your resume. If you just keep tweaking it for every role without keeping a master copy, you are likely to remove things and then forget to put them back

- Keep it professional. Your potential future employer is reading this, not your friends or family. Try to put yourself in their position as you read through it

- Update your resume every time you build your skills, qualifications or experience

- Focus on the most important things, and highlight them instead of smaller or less important details

- Make sure you have asked your referees for permission before including them in your resume. Check with them that their details are accurate and they are still happy to be your referee before you submit your resume for a new role.

What if I need help?

Our team at Workskills is here to help and this is just a small sample of what we can do to support you gaining employment.

In order to access our full range of support you will need to be assigned to us through Centrelink, so when you're asked to choose a jobactive provider, think of the Tasmanian company helping Tasmanians – Workskills.

If you are looking to access our service or just need some direction, contact our team at Workskills on **6262 5400** or emailing Employment@workskills.org.au