

CONTACT DETAILS:

Address:
Phone:
Mobile:
Email:

EDUCATION:

Dates (in reverse chronological order), University, Course of study

Descriptor (or what differentiates or personalises your studies)

Majors (do not list all subjects – you can attach academic transcript if needed.)

Academic Achievements, Awards

OTHER QUALIFICATIONS

(Only list those that are relevant)

KEY SKILLS

This is the central section of your resume.

Name the skill, describe how was it developed and how have you demonstrated it.

Use a separate paragraph for each key skill, with a limit of 5-7 skills.

PROFESSIONAL EXPERIENCE

Detail relevant professional experience.

Identify the 'transferable' nature or value of that experience.

EMPLOYMENT HISTORY

Reverse chronological order. This section can include both paid and unpaid work experience. If you have a number of short term jobs in similar industries (eg. hospitality, labouring etc) you can group them together to illustrate particular skills or qualities.

What is the transferable nature of these experiences? ie. what is the value to the prospective employer?

What does each experience demonstrate about you?

INTERESTS

Don't just list – give a descriptor of how well or in what capacity you are involved in this activity.

Focus on those activities and interests that relate to the job you are applying for.

REFEREES

Name
Position
Contact details – telephone, fax, and email if available

The resume format that we recommend is the **skills-based**, or **functional** style.

Research has shown that this style of presentation tends to be more effective in getting across to potential employers 'what I can offer your organisation.' It is an especially effective format for new graduates who do not have extensive work experience in their chosen field, or people who are making a significant change in career direction.

How to start

When you sit down to begin constructing your resume, start by getting out pen and paper and writing down all the activities you have been involved in over the past few years. Include paid work, volunteer work, academic studies, cultural and sporting activities etc. From this list, identify the skills that you have developed through participating in these various activities. This is where it is helpful to work with a friend – often an outsider can identify a talent that you possess, but which you take for granted.

Transferable Skills

You will end up with quite an extensive list of transferable skills. For each skill, briefly describe how, and in what context, you have demonstrated that skill. This is now your 'master list' of skills that you can present to a potential employer. Each time you prepare your resume to submit to a potential employer, you will need to select (as a guide) the 5 – 7 most applicable skills and include them in your resume.

This **KEY SKILLS** section in your resume is really the core of the document. Coming after your personal details and qualifications, it presents in a clear and concise manner, just what it is you have to offer. It should run to approximately a page and a half to two pages.

Match your skills to the job requirement

Check to ensure that the skills you have to offer are a good match for the skills that are required for the job you are applying for. Use language that reflects the language of the employer eg if they refer to 'networking skills', change your skill title of 'liaison skills' to 'networking', if they refer to 'client contact' change your 'customer service skills' to 'client contact'.

The draft Resume on the opposite page will give you an idea about format. This is a guide only – you need to be happy that the layout and content of your resume project a professional image of you.

For further information about career related activities and opportunities contact the Careers staff at



Student Assist:

Phone: 02 6773 2897

Careers Enquiries go through AskUNE <http://www.une.edu.au/askune/>
(Please ensure that you enter in the subject line Careers Enquiry followed by nature of the enquiry).

The support you need to succeed