



Résumé basics

Create your template résumé

- Create a simple résumé that you can tailor for every job you apply for.
- Find a template online - there are lots of different styles and formats.
- Keep it simple and easy to read.
- Save your résumé in a common format (e.g. Microsoft Word).

Include your personal details

- Include your name, email and phone number on every page of your résumé.
- You can include your address (or a PO Box) if you want.
- If you have a professional online profile, such as LinkedIn, include a weblink.

Summarise your work history

- Put your most recent job first and work backwards.
- Include any relevant work experience - paid, unpaid and volunteer work.
- For every job, include the job title and name of employer. Also include your start date, how long you worked there (years and months), your main tasks and responsibilities and any recent achievements.
- Briefly explain any career breaks or time out from the workforce.



Include details of your education and any relevant training

- If you are still at school, include your current year level. If you have finished school, include any school and post-school qualifications.
- If you have limited work experience, put your education details before your job history.
- Include the qualification name, completion date and the name of school or training provider. For licences, put the expiry date.
- Include any non-formal training that is relevant to the job e.g. Microsoft Excel, customer service or barista training.

Referees

- Include contact details for at least two referees at the end of your résumé.
- Always get your referees' permission before including them in your résumé.
- Make sure their contact details are current.

Check

- Is your résumé simple and easy to read?
- Have you checked for spelling and grammatical errors?

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