

Checklist - tailoring your retail resume

Include information that is relevant to the Retail position

- List your most recent jobs and relevant work experience
- Describe work tasks and responsibilities in way that's relevant to retail

Match your skills and qualifications

- List your skills and qualifications relevant to the job
- Include any achievements like staff awards or positive feedback
- Use any retail appropriate 'keywords' such as – 'exceptional customer service', 'reliable', 'well presented'

Referees

- Include two referees - always get permission first and check contact details are current

Style

- Font is easy to read, the format and layout is simple and professional looking
- Sentences are short and factual; use dot points to break up blocks of text
- Include your name, phone number and email address on every page

What else are employers looking for?

- Location – include your suburb and state
- Consider adding your availability – be flexible and have availability for busier times in retail such as weekends and holidays

Review and check

- Proofread your résumé for spelling and grammar mistakes
- Get feedback
- Take out anything that isn't relevant or doesn't support your application