

# WRITING A RESUME



## WHAT IS A RESUME?

A resume is a, concise document that outlines your education, skills, experience, achievements and interests to a potential employer. Your resume is a tool of self-promotion and its ultimate aim is to secure you an interview.

Your resume should be clearly formatted and presented in a professional manner so that your information stands out.

## HOW DO YOU WRITE A RESUME?

Using the template provided, you can create a resume to reflect your own unique set of skills, experiences and achievements. Depending on the type of position that you are applying for, there are a number of optional sections you can include.

## WHAT ARE SOME IMPORTANT TIPS FOR WRITING A RESUME?

Keep your resume looking as neat as possible, stick to a font and size that is easy to read, try to keep it at two pages for a casual or part-time job.

Make sure that the information clearly demonstrates an understanding of what you did/learnt. Details that are complicated to read will deter the reader.

## HOW IMPORTANT IS UP TO DATE INFORMATION?

Having up to date information on your resume is extremely important. Employers are looking for recent and related experience and skills in an employee.

This may mean only listing experience that is within the last 10 years or the last 3 positions only. If you do not have anything more recent then you may want to consider using volunteer or extracurricular experience.

List your most recent or current education first. Do not list your GPA or subjects that you are currently studying or have studied.

## HOW SHOULD MY RESUME SOUND?

You should always use positive, professional language that also sounds professional. If you are describing a duty from a position, then elaborate on it. “Experience in working as part of a team of 12” is a lot more professional sounding and provides the employer with a lot more information than “Team work” for a duty description.

## CAN I USE JUST THE ONE RESUME?

Your resume should be a dynamic and changing document that you tailor to each position you apply for. Do not submit the same resume for every job. Tailoring your application will increase your chances of getting an interview.

Tailor your resume for each field that you are looking for work in; a separate resume for café jobs and a different one for retail jobs.

## HOW SHOULD MY RESUME LOOK?

You should always go for clear and professionally formatted. Avoid different fonts, only change the size for headings and do not add in too many borders or colours. Print your resume in black and white.

## CAN I LIST SKILLS THAT I POSSESS?

Always list applicable skills for the field of work you are applying for. You should not list computer or IT skills for a food service position.

All of your listed skills should be drawn from the experience that you have listed in your resume. Think about what you have learnt from that job and tell the reader about it. Skills are different to duties, in that they talk more about what you have to offer to an employer now.

Do not list personality traits as skills, “fun, outgoing and friendly” is not a skill that will impress an employer. However, “experience in providing friendly, accurate and efficient customer service” is.

## HOW CAN I MAKE MYSELF STAND OUT?

You can use a profile summary to help market yourself, 'career objectives' can be obsolete or even work against you.

## WHAT IS A PROFILE SUMMARY?

A profile summary is a brief explanation of who you are, your current job search motives, and an understanding of the skills you bring to a position.

"A current UQ student looking for part-time employment for the next 24 months until I finish my degree. I have 1 year experience in working at a café."

Having a resume that is tailored for the type of job you are applying for is the easiest way to make your application stand out. Research the company and read the job position description. Identify and use the key words in your resume so that the reader is impressed from the start.

## ARE REFEREES NEEDED?

If you can, have at least one referee, preferably two, as this could make the difference between you or someone else getting the job. Whoever you have as a referee; make sure you have their permission and let them know about any jobs that you are applying for. This is not only respectful, but it also means that they know what aspects of your working capacity they should comment on.

## WHAT ARE SOME OTHER IMPORTANT THINGS TO CONSIDER?

Remember volunteer work is just as important as paid experience.

Listing some hobbies and interests tells more about you personally, as you need to be capable of doing the job and fun to work with as well.

## HAVE YOU PROOF READ YOUR RESUME?

Spelling and grammar mistakes will immediately get the attention of the employer, for the wrong reasons. Have a friend read over it to make sure that there are no spelling mistakes or grammatical errors.

*Would you like SHOC to look over your resume?  
Book a resume and job search help appointment [here](#).*

## DO YOU WANT HELP WITH A PROFESSIONAL RESUME FOR AN INTERNSHIP OR GRADUATE POSITION?

The UQ Careers and Graduate Employment team have workshops, resources and appointments available through their [website](#).

**Your Name: A Preferred can be given**

**Postal Address:**

**Phone number: Do not put on (+61)**

**Email Address: UQ email address is recommended**

### **\*PROFILE SUMMARY**

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Your profile summary should be short and grab their attention straight away. It will summarise a few things which are applicable to the position you are applying to.

### **\*AVAILABILITY**

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Put in your current availability and when it could change. Only place your availability in here if you have not supplied a cover letter.

### **EDUCATION**

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- Always place the most recent or current studies at the top and work back from there.
- Do not put in your GPA or subjects studied.

### **RELEVANT EXPERIENCE**

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This can include paid, internships, placements, volunteer and extracurricular experience that is **relevant to the job** you are applying for. List the most recent position first. List a maximum of 3 positions that you worked, keep it brief and to the point.

POSITION:      Time of employment, position title, company name.

- List the duties carried out and performed in this role.

### **SKILLS & ABILITIES**

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To make your skills and abilities stand out; make sure you draw them from all of your past experiences and that they are all applicable to what the job is that you want. Avoid putting in personal traits, as this is what everyone else does and you need to stand out. Do not list skills which are not applicable; e.g. computer skills are not really applicable for a barista position.

### **\*CERTIFICATES & TRAINING**

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Show applicable certificates and training. An RSA is mandatory for all bar/club work, while food handling and safety certificates can help getting a job at a cafe.

### **\*ACHIEVEMENTS**

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Only list something which is relevant, such as recognition for volunteer work or a subject which may help you with the job.

### **\*HOBBIES & INTERESTS**

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Your resume mostly demonstrates you as a working professional; this gives you the opportunity to show a potential employer something about you on a personal level. Always keep it brief and appropriate.

### **REFEREES**

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You should always include at least one referee for all part-time and casual jobs you apply for.

**Referee 1:**

- **NAME:**
- **POSITION:**
- **COMPANY:**
- **CONTACT DETAILS:**

**Referee 2:**

- **NAME:**
- **POSITION:**
- **COMPANY:**
- **CONTACT DETAILS:**

**\* Sections are all optional fields.**