

Resumes and Job Applications

Resume Preparation

A resume must be clear and easy to read. Potential employers must be able to see if the qualifications and experience in a candidate's resume match what they are seeking in an employee.

An effective resume should:

- Ensure correct spelling and grammar
- Provide accurate dates and contact details
- Keep paragraphs brief and highlight achievements related to the role
- Not provide personal information that is not related to the job
- Use standard fonts, single colour (black) and simple formatting
- State clearly the name of the role and reference number (if applicable)
- State the basics such as name, address and contact details
- Use bold type for headings only, to make it easier to recognise and summarise strengths
- Provide an employment history overview starting with the most recent experience and achievements with the following structure: job title, employer, duration of employment, full-time or other status and job description
- Provide a brief description of past employers as these may not be known by the employer
- List key job achievements, job responsibilities and prioritise to list the most important first
- List education and training starting with the highest qualification
- List referees at the end of the resume (preferably previous managers and supervisors) including best daytime contact number

Sample Resume

SAMPLE RESUME

A resume provides a snap shot of your personal details. It sets out who you are and what you have done. Your resume needs to be short, clear and accurate. The names and places provided on the resume are fictitious and included as an example

1. PERSONAL DETAILS

Chris James
24 Louis Street
Greensborough 3088

Phone: 9431 – 8000
Mobile: 0417143 931

Email: ChrisJames@gmail.com.au

2. EDUCATION

2007 – 2012 Banyule Nillumbik Secondary College

Intermediate Year 11 Victorian Certificate of Applied Learning
or

Victorian Certificate of Education Units 1 and Units 2

Subjects:

English	Satisfactory
General Maths	Satisfactory
Biology	Satisfactory
Health and Human Development	Satisfactory

3. ADDITIONAL QUALIFICATIONS / TRAINING

December, 2012
Certificate III in Allied Health
Mercy Health Training Institute



Add a brief description of the

Description of course: Over two years studied

4. WORK HISTORY

June 2011 – present - part time work

The Fish Café – Chef's assistant

Duties: washed, prepared and diced vegetables, prepared pastry

Observed fish filleting and meat preparation

Skills gained: Knife handling, taking initiative and working under pressure

July 2 to July 6, 2012 - Structured Workplace Learning Placement

Banyule Aged Care Facility

Duties: worked in a team to support clients, including talking them, cleaning their rooms and assisting in preparation and serving of meals.

Observed clients undergoing physiotherapy

Skills gained: Communication skills in particularly working with elderly clients who had varying degrees of dementia, working in a team, working under pressure and decision making

5. EXTRA CURRICULUM ACTIVITIES

Voluntary Work - August to November 2012

Banyule Aged Care Facility

Volunteered one day a week, visiting aged care clients. This involved listening to them talking about their families, their past history and life in general.

Hobbies and Interests

Cooking Italian cuisine, running, and listening to alternative music

Sport / Leisure Activities



List any sporting clubs where you are involved, years involved and any positions of responsibilities you may have held, for example

Watsonia Football Club – played football with the club since 2004 and participated in two finals

or

Actively involved with the Macleod YMCA playing competition netball and gymnastics since 2004

6. ADDITIONAL SKILLS / PERSONAL QUALITIES

Language skills: Fluent Italian speaker

Personal qualities: Punctual and reliable, good listener, good team worker, well presented

Technical skills: Good understanding of Microsoft Office and Social Media