SAMPLE RESUME TEMPLATE

We have given you an outline of a sample resume as a GUIDE ONLY. It is intended to be read in conjunction with the Careers Centre handout on 'Resume Writing' which can be downloaded from the Careers Centre web site.

In order to MAKE YOUR APPLICATION COMPETITIVE AND UNIQUE, you should take into account your own experience and background and compile your resume in a way that you feel best reflects those. This may mean that the length of your resume varies.

YOU MAY FIND THAT YOU NEED TO:

- change the order of the headings

- change the wording of the headings

- leave some sections out that are not relevant to you or

- add new sections (such as "Major Projects" or "Awards and Achievements" or "Leadership") to capture certain experiences you have had.

Also, bear in mind that employers will sometimes state what they want in a resume for a specific job application. They might specify length of resume, content required, number and type of referees required etc. In this instance, you should ALWAYS MEET THE EMPLOYER'S REQUIREMENTS for the specific job application.
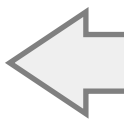
First Name SURNAME

Address
Home number, Mobile number
Email

<u>Do not include</u> a photo or details such as date of birth, health and marital status
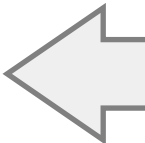
Career Objective

Describe the type and level of position you are seeking and the industry or area in which you would like to be employed.
*As a guide, this section would be about 3 lines.*

Education

Tertiary

<u>You may wish to include:</u>
- **Exact name of the degree in full (no abbreviations)**
- **University where you are studying**
- **Details of previous studies (if applicable)**
- **Completion date**
- **Major(s), Averaged results**
- **Major projects or thesis topic(s)**
- **Academic awards and achievements that may not appear on your academic transcript.**

<u>Other things which you may wish to include:</u>
- **Specific skills or experience gained in relevant subjects (eg. survey design and analysis or statistical skills developed in a psychology degree)**
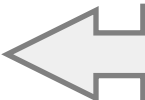- **Elective options that may not appear on your academic transcript.**

Secondary
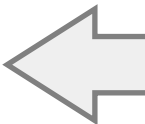
Include the level attained (eg. Higher School Certificate), school you attended in your final year and your UAI (or equivalent) result.

This section may not be relevant for International, Postgraduate or Mature-Age Students.

Other Education and Training

Include <u>relevant</u> TAFE qualifications, certificates and community college courses.

Skills Summary

Practicums and Industrial Experience

Employment History

Conferences / Papers Presented / Published Articles
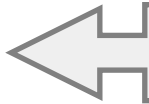
Only relevant for applicants with postgraduate and research-based qualifications and/or extensive industry experience.

Memberships
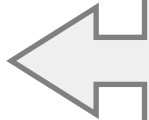
Include membership of professional or industry bodies.
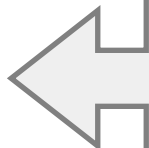Use the *full* and *correct* name of the organisation, the year of your membership and your level of membership eg student, affiliate, professional etc.
Do not include membership of hobby or interest groups.

Extracurricular Activities

List any interests, activities or organisations you have been involved with. These may include student clubs and societies, community or sporting activities, voluntary roles or travel you have undertaken.

 If you are an active member of any organisation, you can choose to include more detail if you think it is relevant
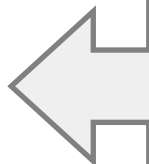
If you have not been involved in any extracurricular activities, you may prefer to title this section "Interests and Hobbies" as employers are interested in finding out about you.

Residency or Visa Status
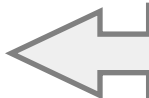
Students born and/or educated overseas may need to clarify residency or visa status for employers.

Referees

List 2 to 3 referees who can comment on your work-based skills.

Employers prefer academic or work referees but for positions of trust such as teaching, you can use a personal referee.

Always seek a referee's permission before you list them in your resume.
Include:
  ✧ their name (including their relationship to you)
  ✧ current job title
  ✧ current organisation
  ✧ contact details (phone number and email).

Clarify the relationship eg 'Thesis supervisor', 'Current supervisor', 'Previous supervisor at XXXX' or 'Family friend for 15 years'.