



## **READY RÉSUMÉS - RÉSUMÉ INFORMATION (CHECKLIST)**

**PERSONAL DETAILS:** Your Name, Address, Phone No., Mobile, Email &/or website address.

**TITLE HEADINGS:** Occupation/position titles as headings (e.g. Electrician, Rigger, Labourer, Aged Carer, Manager, Administration, Customer Service or Business Management etc.)

**PROFILE (OBJECTIVE STATEMENT):** This opening paragraph should mention a brief description of you and state simply your chosen career area with appropriate skills to match.

**KEY SKILLS LISTING:** When listing skills, try to ensure they are relevant to the position being sought. List best skill first and organise skills logically (e.g. Communication, Customer Liaison, Negotiation, then OH&S Principles, First Aid, Training & Supervision). Provide any other skills e.g. Administration, Computer (list MS Word, Excel, PowerPoint etc), Machinery/Equipment etc.

**QUOTE:** Obtain reference letters, appraisals, emails, cards etc. showing job duties and any appreciative comments. Choose best sentences and ensure quote is less than 5 years old. If unable to acquire written quote, then create a suitably worded approved alternative.

**EMPLOYMENT:** Information such as period, name of employer and location, job title/position and responsibilities. Consider providing a brief *profile of the employer*, by using their business website or product/services brochures. Use [www.seek.com.au](http://www.seek.com.au) for Top 2000 Australian Company profiles. After this, describe responsibilities/duties in bullet point format. Start with action word (e.g. *Supervise, Perform or Initiate*), list main responsibility first and end with a good duty (e.g. *"Demonstrate high level of customer service by ..."*). Utilise previous job descriptions or duty statements for responsibilities. For project work, provide details of project (name & size), location and brief description. As a resource, view [www.myfuture.gov.au](http://www.myfuture.gov.au) - click on *"The Facts, Work & Employment, Occupations & Alphabetically A to Z"*. Click on the respective occupation and check the *"Duties and Tasks"* section. Record any relevant information that matches your own responsibilities. Be careful to avoid gaps in years or give an explanation using \*. For 2 or more jobs, consider using a "Career Summary" on first page (see résumé sample on this website).

**CAREER (&/or PERSONAL) ACHIEVEMENTS:** Mention any areas of achievements e.g. increased profits or production, saved on labour/production costs, suggested improvements or problem-solving and any evidence of progression. Check appraisals for help. List educational or tertiary achievements or personal sporting/dancing awards (if current and check if relevant).

**QUALIFICATIONS, EDUCATION, TRAINING:** List courses in reverse chronological order e.g. 2008, 2006, 2003 and then end with the final year at secondary school. Show year, name of course, name of tertiary body/college/school etc. with location. List trade tickets, licences etc.

**ADDITIONAL INFORMATION:** Any community/voluntary work, additional income positions, work experience, awards, memberships, languages, work graphs/photos, sports/interests etc.

**REFEREES:** At least 2 or 3 who know you well e.g. previous employer, professional associate or noteworthy citizen. Ensure they are aware of your resume details and positions you are applying for. Provide name, position, company name/location, phone/mobil & email address.

**NB.** The résumé headings can be rearranged to suit your own style and what information you want to convey. Try different fonts and sizes e.g. Georgia, Times New Roman, Arial & Palatino Linotype.

**To see a résumé sample, refer Ready Résumés website & click on "Résumé Sample" link.**