**Suggested Resume Format**

# Name and Contact details

**Name:** Your correct full name (and preferred name if different)

**Date of birth:** generally this is not included, but you may do so if you consider if strengthens your application. For example, a young age may explain a lack of work history.

**Linked in profile url:** if you have one, or other relevant online presence (optional)

**Address:** Street and/or postal address

**E-mail:**  make sure your e-mail address doesn't suggest anything negative about you (e.g. [sexypants@hotmail.com](mailto:sexypants@hotmail.com))

**Phone number(s):** make yourself easy to contact!

# Career Summary or Career Objective

This is optional and most commonly used for professional jobs. It can also help to fill out your resume if you do not have much work experience. It is one short paragraph about you – who you are, where you are going, your hopes and intentions and what you have that the employer wants. It should entice the employer to read on. Particularly if you are supplying a cover letter, the career summary can be omitted.

# Key Attributes

* Tailor the list to the job, with the most relevant at the top
* Skills and attributes can come from all of life, not just work
* This is not a list of work roles (sales, receptionist), but skills you have learnt (spreadsheet creation, food handling) or attributes you have developed (fast learner, effective team player).

# Work History

The overall focus should be on the skills, experience and knowledge, not the job role as such.

* If presenting chronologically, work backwards from the present

Position Title, Employer & Dates (in months and years)

List duties and responsibilities in bullet points

**Highlight** the most relevant points

* If you have many jobs of a similar nature you can bundle them together e.g.

January 2010 – July 2014 Contract Construction Worker with

* Buildco
* Westbuild
* Quick Construct
* If you are presenting chronologically, be sure to address any gaps. For example, explain that you were studying, engaged in home duties, voluntary work or travel. Avoid mentioning poor health.
* Volunteer work may be included, but is must be identified as such.

# Certificates and Licenses

* Include relevant items only
* Show the currency or length of experience
* Never lie or oversell as you need to be able to live up to what you say about yourself.

# Education

This can be combined into one heading along with certificates and licenses if more appropriate. It is not necessary to include all education, for example high school attendance if you have been in the work force for many years. Focus on what is relevant or listed in selection criteria.

# Personal Interests

If you have little work history or other details, this can help the employer get a sense of you and how you will fit in. Try to make it interesting if you can. Leave it out if it doesn’t enhance the resume overall.

# Community Involvement

Include this if you have anything relevant. It helps to give an idea of your character.

# Referees

* Provide 2-3 people who will say good things about you
* Professional referees (former or current supervisors/employers) are best. If you do not have these, you can list one or more character referees, specifying that this is what they are. Family members are not suitable as referees.
* Your referees should know that you are listing them
* Ideally, referees should be easy to contact, so provide alternative phone numbers and email addresses if available. International referees in particular should be contactable by email.
* As well as contact details you should provide their position title and company name.