

3. Resume

Australian blueprint for career development

Career Management Competency												
1	2	3	4	5	6	7	8	9	10	11	12	

Learning intention

Students will:

- understand the importance of a resume in the job application process
- begin to structure their own resume using the example provided.

Success criteria

Students can create or update their resume.

Resources

- [How to write an effective entry-level resume](#)
myfuture – provides a good example of school student resume
- [3 tips on formatting your resume](#)
This is a reminder about the importance of spelling/grammar/proof reading
- Resume support information
- Examples of 2 job advertisements (also used for lesson 2: Addressing selection criteria)
- myfuture sample resume
- [Job seeker resources](#) – myfuture

Classroom organisation

- Individual

Preparation

- Individual access to computer
- Print sample resume for each student
- Access to both advertisements for each student
- Read the information via the links provided in advance of the lesson

Activity 1

- Using links provided to the myfuture website, students create their resume targeting one of the part time positions identified in lesson 2. Students need to base their resume and cover letter on just one of the positions.
- Emphasise the importance of formatting and presentation.
- Students apply their learning from lesson 2 – Addressing selection criteria, ensuring that their resume reflects the selection criteria of the position.
- There are many free resume templates available online. Students may choose their own style but should be encouraged to use the myfuture link to make sure they are including the relevant headings and information in their resume.

Reflection

Students should be encouraged to share their resume with their teacher, parents and a trusted classmate. Each should edit, proofread and make relevant suggestions to help improve the students resume.

Resume Support Information

What to include in your resume?

Your resume is an outline of who you are. It gives the person who reads it a quick, general idea of who you are, leaving out what is unimportant and letting you fill in the details in your job interview. Cambridge dictionary defines a resume as a short written description of your education, qualifications, previous jobs, and sometimes also your personal interests, that you send to an employer when you are trying to get a job.

Personal data

Name: Include your first and last name in full.

Address: Include your full address. Do not use abbreviations.

Contact Details: Include a phone number and an email address.

Career Objective/Job Goal: Give a brief explanation of your job objective. This lets the employer know exactly what type of work you are looking for and indicates that all the information to follow explains why you are suited for that job.

Make sure this objective matches in some way the job for which you are applying. A job objective that says you hope to secure a position in retail won't be much help in landing that job in hospitality you are applying for.

Core skills for work and personal attributes

Include all the special skills and abilities you have. List first those that relate to the specific job you are applying for. Try to relate all your skills to your job objective as much as possible. Use action words to describe your skills.

Education

List schools attended, the type of program, areas of concentration and years of completion.

List your education in reverse chronological order. Include all awards and certificates that you have received in the past 3 years.

Work experience

Supply company name, location and dates of employment for each past job, listing these in chronological order starting with most recent. The resume format you choose will determine further job information to include.

Additional information

Use this section to your advantage. Include such things as languages spoken, extra-curricular activities and volunteer work. You may want to make separate sections with different headings if there is a lot of additional information you want to include. The point is to get anything in your resume that explains why you are the right person for the job.

What's in a word?

Adding the right words and the right headings to your resume can give it that extra lift that will leave employers impressed with all the wonderful things you have done and all the qualifications you have achieved.

Here's a **RESUME WORD LIST** to get you started.

Accomplished	Created	Endeavoured	Initiated	Published
Achieved	Delivered	Established	Instructed	Recognised
Advised	Designed	Finalised	Investigated	Refined
Analysed	Developed	Formulated	Launched	Researched
Built	Devised	Guided	Maintained	Secured
Collaborated	Directed	Identified	Negotiated	Supervised
Collected	Earned	Implemented	Planned	Trained
Communicated	Edited	Improved	Presented	Volunteered
Constructed	Enacted	Influenced	Produced	Wrote

<https://au.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out>

Here's a list of **RESUME HEADINGS**.

A resume heading helps to keep your document organised. Each section of your resume usually has a professional header to describe what is included in that area.

Achievements	Educational background	Professional objective
Additional achievements	Education and training	Qualifications
Apprenticeship	Educational achievements	Relevant skills
Career goals	Employment	Scholarships
Capabilities	Employment history	Skills
Certifications	Interests	Skills and expertise
Community involvement	Memberships	Summary
Contact information	Personal attributes	Technical skills
Core skills	Personal information	Volunteering
Education	Personal statement	Work background
		Work experience

<https://au.indeed.com/career-advice/resumes-cover-letters/resume-heading>

Information to leave out of your resume

Remember, your resume is an outline about yourself, not an in-depth autobiography.

You should only include information that is relevant to the position for which you are applying and leave out information that the employer either doesn't need to know.

It is best not to include the following information in your resume:

- **Irrelevant information.** While you don't want to leave anything out that the employer might find significant, including too much information can also reduce your chances of getting an interview. The employer is going to get lots of resumes and will want to be able to go through them quickly. Your resume should only highlight the skills and education or training you need for the job. You can expand on these and your other attributes in an interview.
- **Salary** - Past or desired. You can discuss this after you are offered the job, or at the interview if the employer asks you to state your salary expectations. If a specific job posting asks you to include an expected salary, the place to mention it is in your cover letter.
- **Why** you want to change employment or the reason(s) for leaving previous jobs. If there is a problem that you think must be brought to the employer's attention, this can be done at the interview stage.
- **Addresses of previous employers** - A current phone number is sufficient if using a previous employer as a reference.

The following are areas of information that employers cannot ask for in employment application forms and in interview situations, and are points you may want to leave out of your resume:

- Photograph
- Gender
- Marital status
- Previous name
- Dependents
- Date of birth and age
- Physical information, including height, weight, general state of your health (employers can ask for a job-related medical examination prior to an offer of employment)
- Religious beliefs
- Racial origin.

Quick tips for a winning resume

- **Type** your resume on a computer. Use good quality, white or off-white, standard A4 paper. Print only on one side of the page.
- **Be selective.** Employers will formulate their first impressions from the information you provide.
- **Be brief and concise.** Ensure that the resume is easy to read. Remember, employers are probably going to have to go through a pile of these and won't be attracted by long, cluttered resumes that take up a lot of their time. If your resume is one of the successful ones, you can expand on all your great qualities in the interview.
- **Don't fold** your resume. Keep copies in an envelope or folder.
- Make sure the information is **accurate**. Don't exaggerate or misrepresent yourself but don't sell yourself short either.
- Make sure you have listed all the **correct personal data**, including your address and a telephone number where you can be reached during the day.
- Have a **teacher or career practitioner** help you identify your skills and help with the format. It is always a good idea to have someone else look over your resume, even if it is just to proofread it.
- Have at least **two referees**. Referees can be personal, but academic or work-related ones are preferred.
- **Proofread, proofread, and proofread!** Ask an adult to be a critical reader to proofread and edit your resume for you. Make sure there are no spelling, grammar or typing errors. If employers get a lot of resumes, they will look for any excuse to quickly 'ditch' as many of them as possible. Bad proofreading gives them an easy out.
- **Search** the internet for tips and examples. There are lots of great ideas for resume presentation out there.

Hayden Smith

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(Tip: Name, mobile number and email address are essential. Current address could be included especially if you live nearby. Ensure that it is clearly displayed.)

Career Objective

I am a reliable hard working Year 11 student seeking casual or part-time customer service work in a sports retail environment. Having played soccer for nine years and a keen all-round sports enthusiast, I am looking to contribute knowledge and proven communications skills.

(Tip: A career objective isn't essential, but it's useful if you don't have much experience and can convey enthusiasm and motivation. Briefly summarise any work you have done, your strengths and relevant expertise and state how you aim to apply this to your career goal. Adjust the statement to reflect the role you are applying for.)

Availability

Monday – Friday: 4.30pm – 10.00pm
Saturday – Sunday: 8.00am – 11.00pm
(up to 20 hours per week)

(Tip: When looking for part-time casual work, it can be a good idea to include availability. If you're a student, clearly state the maximum number of hours you are able to work per week.)

Key Skills

- Customer service ability – demonstrated when working efficiently in soccer club canteen.
- Numeracy skills for cash handling tasks – proven by achieving good results for mathematics subjects.
- Highly developed communication skills – shown by receiving positive feedback from supervisors after completing work experience.
- Strong ability to work as part of a team – developed through participating in soccer since the age of eight.
- Demonstrated organisation skills – as a result of handing all assignments in on time.
- Ability to take responsibility and problem solve proven through umpiring and coaching.

(Tip: Include 5-9 key skills as bullet points that are relevant to the role. When applying for advertised roles, match to any criteria listed in the advertisement. Use action words such as 'demonstrated' or 'highly developed' and then provide information about when, where and how you've used the skill through your studies, work experience, volunteering, sporting activities, etc.)

Education

Current

Park Hill Secondary College

Year 11

- Subjects include: Maths, English, Business Management, VET studies in Sport and Recreation.

(Tip: List your most recent education qualifications first including any relevant university degrees and certificates. Professional development such as short training courses, workshops, licences, forms of accreditation, and other training can be included but is usually a separate heading.)

Work Experience

December 2016 – March 2017

Park Hill Soccer Club Canteen

Customer service (volunteer)

- Served customers.
- Handled cash including operating of cash register.

June 2016 – February 2017

Argo Newsagency

Newspaper deliverer

- Delivered weekend newspapers to houses.

(Tip: Focus on most recent work experience first. Include your job title, organisation name and dates. Years and months can be included. Include responsibilities and achievements for each role.)

Leadership Roles

2016 – current

Soccer umpire for under 14 team

Park Hill Soccer Club

2017 – current

Assistant coach for junior players

Park Hill Soccer Club

(Tip: Include any volunteering, community participation or leaderships roles.)

Interests/Hobbies

- Played soccer since the age of eight.
- Keen spectator of soccer, football and cricket.

(Tip: Including a section on interests can be useful if it's relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)

Referees

John Charles

Coach

Hill Park Soccer Club

0456 789 101

John.charles@hillpark.edu

Wendy Stevens

Year 11 Coordinator

Hill Park Secondary College

*Contact details available on request

(Tip: If you decide to include referee contacts, notify the referee and indicate the type of roles that you will be applying for. You may also want to provide them with a copy of your resume. You can also simply write 'Available on request'.)