



CAREERS

RESUME CHECKLIST

Resumes are much more than just a chronological listing of skills and activities. A resume is your opportunity to promote yourself to potential employers and to demonstrate your written communication skills. You are aiming to be invited to a job interview, so ensure your resume reflects your key strengths, interests and experience, which matched with the vacancy. Use positive language highlighting achievements and skills. In addition to your resume, you could also develop a portfolio of your work (if relevant to your industry) and a LinkedIn profile.

Formatting

- First impressions count - your resume should be easy to read and provide the information required by the employer at a glance
- Most Australian graduate resumes are 2-3 pages in length. Resumes of postgraduate research students and experienced professionals may be longer
- Check Going Global (linked on the Western Sydney University Careers website) for information about resume formatting for other countries
- Put your name at the top of the first page (no need to write 'Resume' or 'CV') followed by your address and contact details
- Use a professional email address that includes your name
- Use a clear uncluttered layout with line or space between sections to divide information
- Use concise wording and bullet points, avoid long paragraphs
- Use a clear and consistent font and text sizes 10-12 for the body
- Make headings stand out, use bold and text size 14
- Bold important information such as job titles and degree titles
- Enter most recent information first, then work backwards chronologically under Education and Work History
- If you have significant experience, you may want to theme your roles in a way that would be meaningful to the employer e.g. Marketing, Public Relations and Event Management rather than a long list of roles under a Work History heading
- Ensure sections of information are not split across pages
- Check spelling and grammar using the Australian dictionary settings
- Write your own document - employers are generally not impressed by templates
- Do not use gimmicks such as fancy borders, fonts, colours, tables or logos
- Use a footer which includes page numbers and your name
- Save the document as 'Resume of [your name]'



Sections

- Sections may include Career Objective or Career Summary (optional), Education or Qualifications, Skill Summary, Relevant Work History, Other Work History, Professional Development, Professional Memberships, extracurricular Activities or Interests and Referees
- Postgraduate research students may have additional sections such as information about their research, conference presentations, grants and published papers
- Do not list your religion, marital status, health status and age
- When listing your qualifications, list the full degree or course title in bold (including majors in brackets) on the first line, and the university on the next line. List your start year and your completion year, or just the year you completed if you have already finished your studies
- Indicate your average results, if credit average or better
- If you don't have a lot of relevant work experience, include 4 of the most relevant subjects under Education and/or a short description of 2-4 major relevant projects you completed at university under the heading Project Work or Degree Related Experience
- When listing work history, give the position title (in bold) and the organisation on the next line, then the dates (include months and years) on the third line. List your key responsibilities and focus on your achievements
- Use active verbs such as 'manage', 'coordinate', 'produce', 'assess', 'analyse', 'devise' and 'prepare' when describing skills, responsibilities and achievements
- Use present tense for current roles, past tense for previous roles
- When listing extra-curricular activities and interests, provide useful details which indicate your level of commitment and skills, e.g. 'President of UWSBECA 20XX', Captain of XXX Soccer team from 20XX-current', 'Youth Ambassador for Western Sydney Business Council, 20XX'
- List 2-3 current referees (preferably work supervisors and academics who can comment on your relevant skills), personal referees are generally not required; it is also acceptable to state 'available on request' and be prepared to supply the referee details when the employer requests this information.

Resources

- Submit your resume for review: www.westernsydney.edu.au/resumereview
- Check the sample resumes on Career vUWS for ideas. Make sure that you personalise any ideas
- Download relevant handouts from CareerHub (under 'Resources' or 'Resume') e.g. 'Developing a Graduate Resume', 'Writing Career Objective', 'Cover Letter Guide' and 'Addressing Selection Criteria'
- Attend a Resume and Cover Letter Workshop on your campus; dates are on CareerHub
- Receive advice on your resume at selected Career Expos