

Résumé Tips and Example Résumé

A good résumé can be key to finding a job. If you submit a high quality, tailored and error-free résumé, you're indicating to employers that you will be a professional, engaged worker with good attention to detail.

Résumé Tips

Here are some handy tips to get you started:

1. The length of your résumé will depend on your level of work experience, the skills you have and the job you are applying for. Try to keep it to no more than 2 pages.
2. Make sure your résumé is in an easy to read font – Calibri or Arial in size 11 are good choices.
3. Tailor your résumé for each job you apply for. Each job needs different skills, so if you change your résumé to match the job you will be noticed more easily. Use 'key words' from the employer's job ad to describe your past work tasks and responsibilities.
4. Include your name, phone number and email address on every page.
5. When listing your work history, include paid and unpaid work, and start with your most recent role first and work backwards. If you don't have much work experience, include everything that you have done that is relevant to this job, including volunteer work and caring responsibilities. Provide explanations for any gaps in your work history. For example, periods when you were out of the workforce and studying or raising your family.
6. Think about your referees carefully. Find people who can say you would be good for this job. Always:
 - list at least two people
 - list people who will say good things about you
 - list people who are not related to you
 - ask your referees before listing them. Let them know they may be getting calls from employers, what the role is and why you think you are a good match
7. Get someone to proof-read your résumé. Ask them to look at the design, spelling and grammar and give you any suggestions to improve your application.

Example Résumé

We have also included below a fictional example of a résumé for a candidate who is applying for a job in the aged care and disability services sector. You can use this example résumé, and the tips provided in each section, to develop and tailor your résumé for this sector.

First name Last name

M: Insert mobile number

E: Insert email address

What to include:

- your phone number and a professional sounding email address so the employer can contact you.
- your name, email and mobile number should be on every page.

About Me

As a *[insert your values here – use the list on the employer’s website to identify the values they look for and include those that you possess, also consider the list of values in the “It’s all about values” section of the [Explore care careers](#) page and your responses to the [self-reflection quiz](#)].*

I am keen to pursue a career in *[aged care / disability services]*.

I would bring to this *[insert role name]* role *[mention your relevant skills, qualifications and experience]*.

This is a short pitch to outline why you are the best person for the job.

Think about how your values and key skills, attributes or experience make you a good fit for this job.

Try and match the skills and attributes included in the job advertisement.

Tailor this section for each job you apply for. You could also call this section ‘Personal summary’ or ‘Career objectives’.

Skills and Attributes

Skills and attributes include your technical and employability skills relevant to the job as well as your personal and working style.

If you are responding to a job advertisement, highlight the skills and attributes you have that are relevant to the role you are applying for.

If you don’t have a job advertisement, consider the skills and attributes outlined in the role profiles in the “Explore the different roles available in the sector” section of the [Explore care careers](#) page. Don’t forget to include any other relevant skills gained through life experience.

- *Do you have customer service skills? Many roles in the sector require interaction with clients and their families/carers.*
- *Do you have good written and verbal communication skills? Some roles require you to build a rapport with clients and to talk with their families.*
- *Do you have good numeracy skills? This may be needed to measure medications.*
- *Do you have good digital literacy? This may be required to record and access client records.*

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- *How are your fitness levels? Many roles require a reasonable level of fitness.*
- *Are you attentive and aware? This is especially important to identify and respond to client needs and ensure their safety and wellbeing.*
- *Are you reliable, dependable and trustworthy?*
- *Are you good at taking care of or supporting other people? This could include taking care of children, elderly relatives, volunteering in local communities, charities or support groups.*
- *Do you enjoy hands-on work and/or have skills in any trade? This could include art and craft skills, cooking, cleaning, laundry, gardening or home maintenance?*
- *Do you have administration, coordination or management skills? E.g. arranging local school or charity events.*
- *Do you speak any languages?*

Hobbies and Interests

Arts and crafts

Cooking

Watching AFL

Bike riding

List any hobbies and interests you have, particularly those that might be relevant to the sector. This will help employers to see how you match the hobbies and interests of their clients.

Work History

2017 – Company name – Administrative Assistant

Duties:

- reception duties
- filing and report writing
- staff supervision

2015 – 2016 Company name – Sales Assistant

Duties:

- customer service
- cash management and stock replacement

2008 – 2015 Caring for children

Duties:

- food preparation
- behaviour management
- planning, organising and scheduling
- household budgeting and financial management

What to include:

- all paid and unpaid work experience relevant to the job.
- your most recent experience first and work backwards.

If you haven't had many (or any) jobs:

- write down some experience that might fit, like volunteering, work experience, participation in sports, or caring roles like looking after children

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E: Insert email address

Education History

- 2017 **Completed Certificate III in Business (Administration)** - Name of training provider
- 2016 **Completed Year 12** - Name of school / college

What to include:

- your highest level of qualification (also include any you are working towards) and any relevant study.
- the name of the training provider, the dates of the course, the course title and relevant electives.

Licences and Accreditations

- 2016 **Driver's licence – Auto Passenger**
[Mention your licence type. A forklift licence is sometimes required and some employers have restrictions on P plates]
- 2016 **First Aid Certificate**
Training Company ABC
- 2016 **Working with Vulnerable People Clearance**
Western Australia
[include your state or territory as there are different rules in every state]

Include any additional certificates or tickets that you have, as these may be essential for some roles.

For example, the type of car licence you have, Working with vulnerable people clearance, or First Aid certificate.

Referees

First name Last name

Position – Company name
Former supervisor
Ph: Insert phone number
Email: Insert email address

First name Last name

Position – Company name
Ph: Insert phone number
Email: Insert email address

N: First name Last name M: Insert mobile number
E: Insert email address

Your referees are the people who are going to tell employers how suitable you are for the job. Find people who will say good things about you, such as past employers, teachers or people you know from sporting and community activities. **Do not use** family members.

Before adding a person as your referee:

- ask them if they are happy to be your referee.
- let them know about the jobs you are applying for, and to expect a call from an employer.

What to include:

- your referee's name
- the business they work for
- their position in the business
- their contact details.

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