

Instructions:

- Step 1.** Use this template as a *guide*. To be competitive, every resume you write should be tailored to the job you're applying for.
- Step 2.** Before you fill out your resume, read the job advertisement carefully and note any specific instructions about what they want you to include in your application.
- Step 3.** Write down any 'Key Skills' or 'Key Selection Criteria' mentioned in the advertisement – you need to prove in your resume that you have most of those skills (if you're not responding directly to an advertisement, imagine the kind of skills they'll need you to have).
- Step 4.** Fill out the cover letter. *Every* application should include a cover letter.
- Step 5.** Fill out the resume. Depending on the job, the length of a resume varies, but usually it should be no more than two pages.
- Step 6.** Decide if you want to move around headings or include different sections to highlight your best attributes. If you don't have a lot of experience, organise your resume according to skills. Always put the things that employers are most interested in closest to the top.
- Step 7.** Get someone to proofread your resume.
- Step 8.** If you are emailing the resume, send it as a .pdf file.

1. Cover Letter addressed to the employer

- In Australia we usually use just one first given name, followed by our last name.
- If you are using an Anglicized name, use the same name in all correspondence, including your email address.
- Make sure your email address sounds professional.
- Include a link to your personal website if you have one.
- DO NOT include your age, date of birth, marital status, or a photo.
- Only clarify residency or visa status if the employer asks for it.

<Your First Name, Surname>
<Home Address>
<Phone Number>
<Email Address>
<Personal Website>

<Name of hiring manager>
<Their title>
<Name of Organisation>
<Street Address>

- The employer's address and name goes here.
- Address the person listed in the advertisement.
- If you can't find the name of the person hiring, use 'Dear Hiring Team'

Dear Mrs/Ms/Mr < Last name >

- **State specifically which job you are applying for.**
- **Explain why your skills and experience match the job.**
- **Keep it to 2 -3 short paragraphs.**
- **You can show a little personality here. Aim to sound warm and enthusiastic – but professional.**
- **Let them know that your resume is attached.**
- **Finish by letting them know that you're interested in coming in for an interview and thank them for their time.**

Yours Sincerely

<Your Name>

<Date>

2. Resume

First Name, Surname

<Home Address>
<Phone Number>
<Email Address>
<Personal Website>

Career Statement

Write 2-3 sentences about your best qualities, the kind of position you're looking for and your current goals and aspirations.

Example: Highly motivated and adaptable accounting student capable of working within a fast paced & challenging environment. Looking for a part-time job where I can utilize my teamwork and organisational skills.

Education

Example:
2013- Current

Bachelor of Business
University of North Brisbane

- Major areas of study: Accounting
- Average grade of 85%
- Expected completion date: 2016
- 2015 Accountants award for outstanding achievement on the North Brisbane Campus.

- Order your education/training starting with the most current.
- You can include your average grade (only if it's very good, otherwise, leave it out). Make sure you use Australian style grades (e.g. D/HD or %).
- You can also list any special awards or achievements.

<Year completed>

<Course>
< Institution>
<Major Areas of study>

Key Skills

- *Example: Ability to meet deadlines*
Completes 100% of my assignments within the original due date
- <Skill>
- <Example>

- List skills most relevant to the job you're applying for
- Don't just state that you have a skill. For each skill, write a clear *example of how you have proved your ability* in that area.
- How much detail you go into will depend on the job.

Experience

Example:
2012

Tutor, Tokyo Tutors,
Tokyo, Japan

Position Summary

Regularly met with clients to teach the subject of mathematics.
Developed study plans, reviewed performance and assignment progress.

Key Achievements

Successfully lifted the average grades of all of my students.
Designed and implemented lesson plans to suit client's needs.

<Year>

<Position>, <Company>


Position Summary

Key Achievements

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- List your previous jobs or experience, starting with the most recent
 - Include a summary that explains your role and responsibilities
 - Include key achievements
 - If you have work experience outside of Australia, translate company names into English and make it easy for the person reading to search for them online.
 - You can also list volunteer work or school work as experience
 - If you don't have any work experience, instead of listing companies, list achievements and acquired skills.

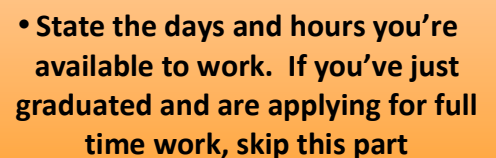
Memberships/affiliations

- Example: Association of Accounting Technicians Australia

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- List any relevant organisations that you're involved with


Availability

Example:
Monday 9am-5pm
Tuesday 9am-5pm
Saturday 9am – 8pm

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- State the days and hours you're available to work. If you've just graduated and are applying for full time work, skip this part

References

References provided upon request

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- Don't give referees contact details on your resume unless the job advertisement specifically asks for them. Otherwise, just write, 'References provided on request.'
 - Always ask a referee for permission before listing them. Tell your referees what type of job it is you're applying for so they can be ready to talk about your skills.

Other sections you may want to consider including are:

Awards and Achievements

Competencies

Interests

Further training