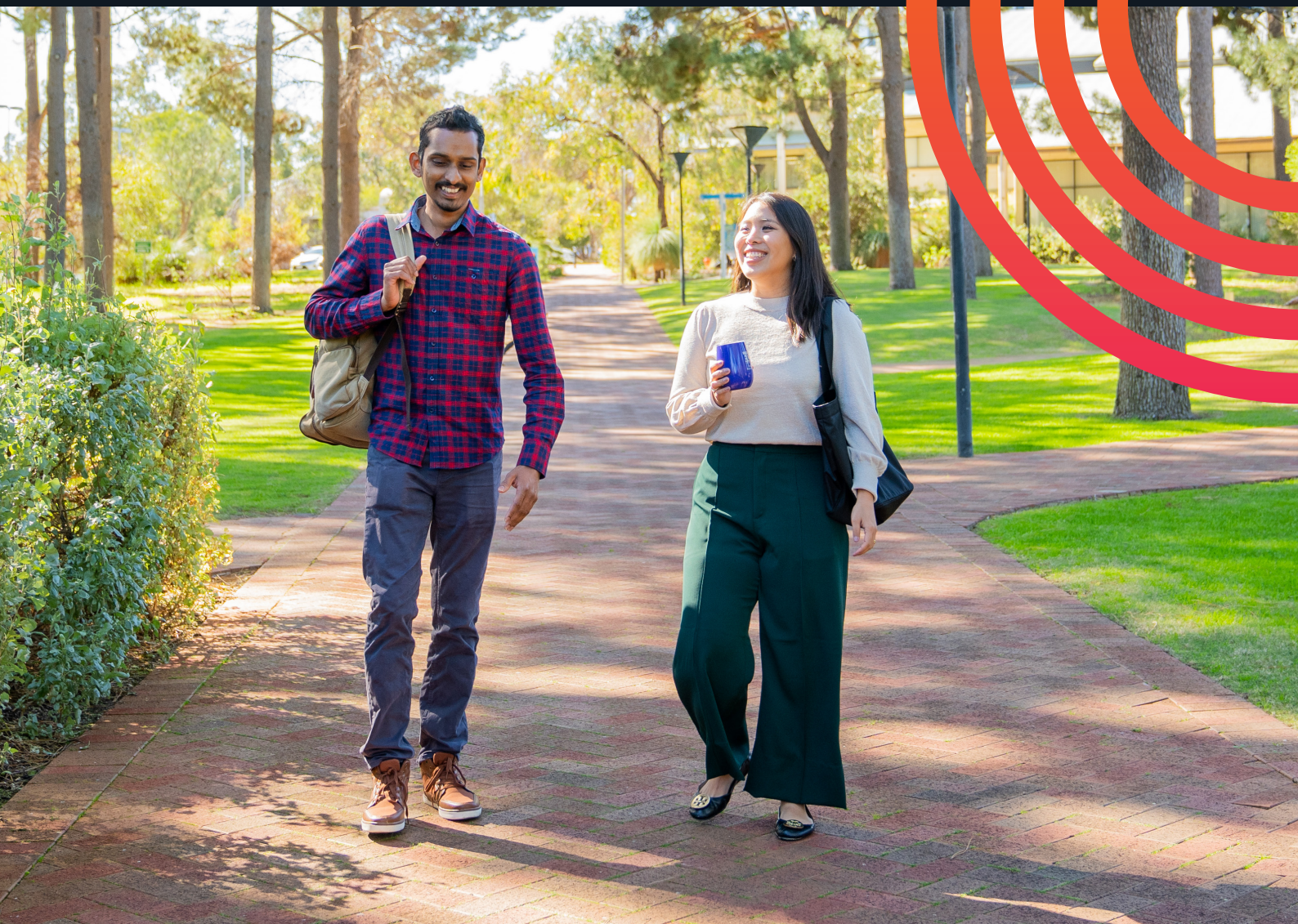


## RÉSUMÉ

# LET'S GET READY CAREER HACKS

A résumé is a document outlining your education, employment history, skills, accomplishments and referees. It is designed to give a potential employer an overview of your experience, skills and abilities. This fact sheet will provide you with some hints and tips to assist you in the creation of a professional and engaging résumé.



## PRO TIPS

Know the difference between a Curriculum Vitae (CV) and a résumé:

- Curriculum Vitae (definition ~ “course of (one’s) life”) is a comprehensive overview of everything you have done in your life, however this document should not be sent to potential employers.
- A résumé is a summary of the information on your CV, customised to the position you are applying for. It should be current and relevant, showcasing your skills, abilities, experience and knowledge matched to the position description, company and job advertisement.
- Be mindful of Applicant Tracking Software (ATS) increasingly used by industry to screen résumés. This software looks for keyword matches (from the job description) and contextualisation of your skills and experience.
- Provide specific examples of previous work, tailored to the position you are applying for.
- Use strong action verbs, such as executed, implemented, advised, facilitated, demonstrated, etc.
- Ask someone with a good command of the English language to proofread your résumé for spelling and grammar errors.

## CUSTOMISATION

- Apart from the job advert and job description form, also look at the company’s LinkedIn profile and website to gain an understanding of their overall business objectives and identify how your knowledge, skills and experience align to their objectives.
- Online industry publications and your professional association’s website can also provide a contextual overview of your industry.
- Always provide context to show where and how you have used a skill to demonstrate evidence of your experience.

## VISUAL

Put yourself in the shoes of the recruiter who may be reviewing hundreds of résumés:

- Don’t cram information in. Utilise white space in your résumé.
- Use a sans serif font (such as Arial or Calibri) in 11 point type, unless otherwise specified.
- Use bullets where possible, no more than 6–7 in a section.
- Pay attention to design and layout, but don’t prioritise style over substance.
- Learn how to properly tab and indent your document so you don’t have to use tables (ATS doesn’t like tables, headers/footers or graphics).
- Always create and submit your résumé in Word format for ATS purposes, unless otherwise instructed (e.g. PDF format for government applications etc.).

## TO CONSIDER

- A résumé is a scalable document and will expand or contract depending on career progression. A person who has been in the workforce for many years will have a more comprehensive résumé than a school leaver with little employment history. The résumé is a living document, constantly changing and evolving with a person's career, unlike a CV, which details everything you've done.
- The order of information will change depending on relevance to the position; as you progress through your career, the education section will move towards the back of the document.
- The document should be no longer than 4 pages regardless of how long you have been employed.
- Understand the difference between referees and references.

## AVOID

- Using an amateur email address.
- Listing personal information like marital status, date of birth and health.
- Listing your weighted average if it's poor.
- Including a photo, unless it's been specifically requested.
- Over use of filler words like "the", "and", "I" and "a".
- Copying other people's (or online sites') résumé data.



# FUNCTIONAL RÉSUMÉ TEMPLATE

The example provided is to be used as a guide only. It's important to make your responses your own.

## JOHN SMITH

0123 456 7890 | johnsmith@mail.com.au | LinkedIn profile URL

Customise your LinkedIn URL.

### PERSONAL PROFILE:

[or Résumé Summary]

Example:

"Versatile, flexible and forward thinking business graduate with proven skills in project management, administration and a strong service delivery background offering professional communication skills, critical analysis and research capability to meet ABC' business objectives".

Keep it concise, dynamic, fresh and in the first person and always customise to the company.

The term 'Career Objective' is outdated and usually states the obvious. Take the opportunity to introduce yourself in an engaging way, including using some of the position key words from the job advert.

### EDUCATION:

[or Qualifications or Education and Training]

Edith Cowan University, Western Australia  
Bachelor of xxxxx

### SKILLS SUMMARY:

[or Core Competencies or Demonstrated Skills]

#### Communication:

- Strong verbal communications skills refined while presenting findings of project work to peers and academic staff. This included presenting information clearly and effectively, using variation of tone to keep attendees engaged and customising language to suit audience. Providing explanation, clarification and context where required.
- Provide a second example showcasing your written communication skills.

#### Initiative:

- Provide two examples showcasing your use of initiative.

#### Problem Solving:

- Provide two examples showcasing your problem solving ability.

#### Technical Skills: (or Clinical Skills, IT etc)

- Provide at least four technical skills you have acquired.

Provide context – where have you developed and used the skill, to what capacity, and for what purpose.

The skills listed here are a guide, please customise your résumé so it is relevant to the job you're applying for.

Use examples from university project work, placements, unpaid work experience, voluntary work and employment to provide context around how and where you have developed and used each skill. From a recruitment perspective, past behaviour is a good indication of future behaviour – this is one of the sections you use to convince recruiters that you have the skill and ability to adapt your skills to their company environment.

## PROFESSIONAL EXPERIENCE:

[or Work Experience or Professional Placements or Practicum]

**Name of Host Employer**

**Duration (Month, Year)**

**Responsibilities:**

- Provide overview of job function, duties

This can be made up of any of the following unpaid experiences: practicum, course placement, work integrated learning (WIL), work experience, internship and course projects.

This is likely to be highly relevant and current experience related to your discipline, and as such should have the most information in comparison to other sections of the résumé outlining your experience (except relevant paid experience).

All experiences should be listed in chronological order, most recent goes first.

## RELEVANT EMPLOYMENT:

**Name of Employer**

**Duration (Month, Year)**

**Position Held:**

**Responsibilities:**

- Provide overview of job function, duties

**Achievements:**

- Provide a list of your achievements

This section is paid employment (relevant to the position you are applying for).

If you have relevant paid experience in the industry, this section should go before your unpaid relevant experience (as above).

If you don't have relevant paid experience, leave this section out and use the more general 'Employment' title and include all paid employment.

Have you completed an internship? If it was paid, it goes into the Employment section. If it was unpaid, it goes into Professional Experience section.

# FUNCTIONAL RÉSUMÉ TEMPLATE

The example provided is to be used as a guide only. It's important to make your responses your own.

## OTHER EMPLOYMENT:

**Duration (Month, Year)**

**Name of Employer**

**Responsibilities:**

- Provide overview of job function, duties

Other employment is work you do to pay your bills, the work which is not connected to your career pathway. But it still needs to be stated so you can showcase your transferrable skills (communication, interpersonal etc) which all jobs require. Less information is required for this section.

## TRAINING:

[or Professional Development]

**Year, Course Name, Training Provider**

This is usually short courses, vocational training (i.e. Certificate IV), First Aid training etc.

## MEMBERSHIPS:

**Year, Association Name, Membership Type**

Find out what the professional association relevant to your discipline is and where possible, join. For example, engineering students would ideally join Engineers Australia (the peak association body for the sector).

## AWARDS:

[or Achievements or Publications]

**Year, Name of Award, Organisation Name**

## OTHER INFORMATION:

When required:

Teacher Registration (number)

Police Clearance (expiry date)

Working with Children Check (number)

Permanent Residency info

Driver's Licence

Address details

Availability

## VOLUNTARY WORK:

Edith Cowan University  
ECU Peer Mentoring Program

### Peer Mentor

Duties:

Assist with facilitating students' integration into university life by:

- Providing social support for first semester, first year students through one-to-one and group based activities on campus.
- Offer practical assistance and information to support students transition successfully into university life.
- Providing advice and support on managing study commitments and university life.
- Regularly communicating with students in writing, providing resources, links and tips.
- Communicating with the program coordinator on a regular basis, providing updated information on student's transition, and where appropriate, additional support required for students.

As defined by the Australian Government's Fair Work Ombudsman, work experience is when you might work for a business to gain experience in a particular occupation or industry. It is short term with specific work functions agreed to by yourself and host employer. It should not replace a paid employee's work.

A Volunteer is someone who works for the main purpose of benefitting someone else (i.e. a church, sporting club, govt. school, and charity or community organisation). Both are unpaid.

## REFEREES:

**Name**

**Title**

**Company**

**Telephone | email address**

Always include at least two professional referees. **Always get referee's permission first, before listing them.** If you are unable to provide two referees (from employment, placement or voluntary work), try asking a lecturer who knows you well.

## REFERENCES:

Available upon request from:

**Name, Company**

**Name, Company**

Don't include hard copies of references, awards, transcripts etc. unless they have been specifically requested.

If you have outstanding references that you want to include, list this in a separate section and advise they are available on request or ask for the person providing your reference to write an endorsement on your LinkedIn profile instead.

## USEFUL LINKS

Visit ECU **CareerHub** at [careerhub.ecu.edu.au](http://careerhub.ecu.edu.au) for a list of useful website links to assist with the development of your résumé. You can book drop-in sessions and workshops to develop your employability skills. For additional information to become a career ready graduate, see the **Get Career Ready Online Module**.

## HACK SERIES

Résumé

Interview Skills

Selection Criteria




Cover Letter

Finding Work Experience

### Contact

P (61 8) 6304 5899  
E [careers@ecu.edu.au](mailto:careers@ecu.edu.au)  
W [ecu.edu.au/careers](http://ecu.edu.au/careers)  
W [careerhub.ecu.edu.au](http://careerhub.ecu.edu.au)

### Find us at

 [students.ecu](https://www.facebook.com/students.ecu)  
 [ECU](https://twitter.com/ECU)  
 [edithcowanuniversity](https://www.instagram.com/edithcowanuniversity)

### Student Hub

Joondalup Campus: Learning and Career Hub, Building 31  
Mount Lawley Campus: Building 3  
ECU South West: Building 1

 [edithcowanuniversity](https://www.youtube.com/edithcowanuniversity)  
 [school/edith-cowan-university](https://www.linkedin.com/school/edith-cowan-university)

