

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.



What is a résumé?

A **Résumé** is a summary of your skills, abilities, experience and knowledge. This information should be relevant and tailored, matched to the job you are applying to and should give a prospective employer a concise overview of how your skills and experience match the role that is advertised.

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.

In Australia we often use **Résumé** and CV interchangeably. However, when you see a request for a CV, an employer or recruiter is typically asking for a **Résumé**—a short, concise, and tailored document.

While a **Résumé** is not an official document, submitting false information can have consequences including job termination. Remember that all information must be truthful and accurate.

A professional résumé includes 5 components:

- 1 **Formatting and Design:**
 - a. Visually appealing
 - b. Enables quick extraction of information
 - c. Clear information hierarchy priority
- 2 **Content:** **Résumé** length can range from 1 to 4 pages (depending on your amount of experience), follow the employer’s instructions in the job advert on page length.
- 3 **Relevant:** Tailor and customise the **Résumé** content to fit the specific job position.
- 4 **Applicant Tracking System (ATS):** Research how to write an ATS-friendly **Résumé** to ensure it parses successfully through recruitment software.
- 5 **Stand out:** Include information that shows you are the right candidate for the job and a good fit for the job.

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.

Applicant Tracking Software

- 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.
- Always create and submit your **Résumé** in Word format for ATS purposes, unless otherwise instructed (e.g. PDF format for government applications etc.)



Pro Tips

- Provide specific examples of previous work, tailored to the position you are applying for.
- Ask someone with a good command of the English language to proofread your **résumé** for spelling and grammar errors.
- Use a reverse chronological order in your experience sections (list your most recent job first, and work backwards).

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.
- The order of information will change depending on relevance to the position; for example 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. Referees are verbal and references are written.



Visual

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

- Pay attention to design and layout, but don't prioritise style over substance.
- Don't cram information in. Utilise white space in your résumé.
- Use a sans serif font (such as Aptos, Arial or Calibri) in 11-point type, unless otherwise specified.
- Use bullets where possible
- 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).

Applicant Tracking Software (ATS) Tips

DO

- ✓ Spell out acronyms
- ✓ Use text instead of graphics
- ✓ Use and repeat the job ad terminology
- ✓ Use standard headings
- ✓ Include job key criteria in Personal Profile, Skills and Achievement sections

DON'T

- ✗ Use images, pictures, symbols, shadings
- ✗ Use tables, columns and footers
- ✗ Overuse keywords

Avoid

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

Platform Links

Where appropriate, embed URL links in your Résumé to your:

- LinkedIn profile
- E-portfolio
- Design portfolio
- Website
- Blog
- GitHub
- Other professional business platforms

Functional Résumé Template

The example provided is to be used as a guide only.

First name Surname

Perth WA - xxxxxxxx@domain.com - 0411 222 222 - LinkedIn URL

Start with two adjectives followed by your **current study or job title**, aligned with the job you're applying for. Mention your **work experience** or **transferable experience** that is relevant to the role. Include **1-2 of your soft skills** which are applicable to the position. Add **1-2 technical skills** you have developed which are relevant to the job. **Conclude** with a strong closing statement that shows enthusiasm or alignment with the employer's goals. **(This section should be 4 lines or 5 lines maximum).**

Education

Bachelor or Master of X (year-year)
Education Provider Name, Location

Bachelor or Master of X (year-year)
Education Provider Name, Location

Relevant Employment

Position title (year-year)

Organisation, Location

- Explanation of duties, role in organisation, describing the difference you made in the position
- Use action verbs at the beginning of each bullet point
- x
- x

Achievements

- If you achieved outstanding results, describe what you accomplished in your position and give numbers indicating achievements.

Position title (year-year)

Organisation, Location

- Explanation of duties, role in organisation, describing the difference you made in the position
- Use action verbs at the beginning of each bullet point
- x
- x

Achievements

- If you achieved outstanding results, describe what you accomplished in your position and give numbers indicating achievements.

Skills Summary

- **Name of the skill:**
2 lines of context/explanation
- **Name of the skill:**
2 lines of context/explanation
- **Name of the skill:**
2 lines of context/explanation
- **Name of the skill:**
2 lines of context/explanation

Other Employment

Position title (year-year)

Organisation, Location

- Explanation of duties, role in organisation, describing the difference you made in the position
- x

Position title (year-year)

Organisation, Location

- Explanation of duties, role in organisation, describing the difference you made in the position
- x

Position title (year-year)

Organisation, Location

- Explanation of duties, role in organisation, describing the difference you made in the position
- x

Voluntary Work

Position title (year-year)

Organisation, Location

- Explanation of duties, role in organisation, describing the difference you made in the position
- x

Position title (year-year)

Organisation, Location

- Explanation of duties, role in organisation, describing the difference you made in the position
- x

Professional Development

• x

• x

Membership

• x

• x

Referees

Available upon request **OR** provide contact details as shown below:

First Name Surname

Job title, Organisation

Email / Mobile Phone

First Name Surname

Job title, Organisation

Email / Mobile Phone

Résumé

The length of your Résumé may extend to 4 pages if you include additional sections of information (relevant to your field of study, experience and/or to the job you are applying to).

Additional Sections can include any of the following:

- Essential Information
- Professional Placements / Practicum / Work-Integrated Learning (WIL) / Internships
- Final Year or WIL Projects
- Case Studies
- Field Trips
- Training (Certificate/Diploma)
- Clearances
- Professional Development (Short courses, conferences, seminars, workshops, symposiums, micro credentials)
- Awards
- Professional Memberships
- Challenges or Competitions
- Additional or Other Information
- Achievements
- Awards
- Publications

Résumé Checklist

Before you send out your Résumé, make sure that it has met the checklist requirements below:

Format and Presentation

- ☐ **Sequence:** Content is arranged in a logical order, presenting most relevant information first with appropriate headings.
- ☐ **Language:** Clear, concise, and consistent language. Use professional language relevant to industry and job position.
- ☐ **Consistent layout:** Page margins, font, font size, bullet points and other highlighting are appropriate and used consistently, name and page number on all pages.
- ☐ **Formatting:** Information is not overcrowded, with enough white space used throughout.

Writing Style

- ☐ **Action verbs:** Start your bullet points with action verbs
- ☐ **Verb tense:** Use past tense to describe previous experiences, and present tense to describe current experiences.
- ☐ **Bullet points:** Effective use of bullet points where appropriate to articulate your skills, responsibilities and achievements.
- ☐ **Achievements statements:** Experiences (paid and unpaid) include strong achievement statements. These are usually structured using an **action verb + task + result/outcome**.
- ☐ **Keywords:** Include keywords from job advertisement and job description.
- ☐ **First person:** Written in first person.

Structure

- ☐ **Contact details:** Name, phone number, email address (ensure your email address is professional), customised LinkedIn URL, full home address not required.

- ☐ **Profile:** Personal attributes, key skills, experiences, and aspirations relevant to the role.

Hint: Think of this section as an elevator pitch. It's a highly customised statement that aligns with your unique skills, experiences and attributes to a particular position or organisation.

- ☐ **Education:** Full name of the education providers, full qualification title. Relevant subjects, majors/minors, special awards, achievements, thesis topic or publications/research as appropriate to the job you are applying for.
- ☐ **Skills summary:** Key skills (technical, industry specific and **transferrable skills**) related to the job. Provide context to demonstrate evidence of how you have developed the skills.
- ☐ **Relevant experience:** Relevant paid and unpaid experiences (can include volunteering), placements, internships, and relevant projects listed in reverse chronological order. Include responsibilities and achievement listed in bullet point format.
- ☐ **Other experience:** Other experiences that are not directly relevant to the role. Include examples of transferrable skills and responsibilities listed in bullet point format.
- ☐ **Professional development:** List relevant short courses or conferences you have attended.
- ☐ **Memberships:** List relevant **professional associations** you're a member of.
- ☐ **Additional information:** Any other information relevant to the role (address details (suburb, state), driver's licence, police clearance, availability, etc.).
- ☐ **Referees:** Name, company, contact details or list as 'Available on request'.

Recommended Resources

Listen to an ECU Careers Résumé workshop session, use Big Interview Résumé AI and/or attend a Résumé Drop-In Session to review your Résumé. To find these resources, search for "Resume" on the **ECU CareerHub Resources section**.

Hack Series

Résumé

Interview Skills

Selection Criteria

Cover Letter

Finding Work Experience

Contact

E careers@ecu.edu.au
W ecu.edu.au/careers
W careerhub.ecu.edu.au

Student Hub

Joondalup Campus: Learning and Career Hub, Building 31
City Campus: Learning Commons Area, Level 4.
ECU South West: Building 1

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