

TIPS FOR YOUR RESUME

TIPS ON HOW TO WRITE AN INTERESTING RESUME

A **Resume** (or sometimes called Curriculum Vitae or CV) is a document that lists your work experience, education, skills and achievements. It is what employers look at when considering you for an advertised job.

Writing your first-ever resume can be a challenge. How do you sell yourself to an employer when you don't have any formal work experience? Any relevant experience is appropriate to include. For example, casual or volunteer jobs and school or sporting activities or community group participation. You probably have a lot more experience than you think you have! Showcase your skills, achievements and unique talents to your potential employer.

What should a Resume Include?

- Personal Details
- Career Objective or Summary
- Education
- Work Experience
- *Skills, Strengths or Interests (see definition of soft skills and hard skills below)
- References

DEFINITION OF SKILLS

Soft Skills are Personal attributes needed to be successful in a job. Some of these include interpersonal skills (how you interact with people), behavioural skills, problem solving skills, time management skills and communication skills. You may have used these in any situation including school, sporting groups, community participation.

Examples include:

- Leadership, encouraging, instructing, mentoring
- Motivation, friendly, cooperative
- Responsibility, trustworthy, reliable
- Caring/Empathy, helping others
- Active listening, focus on the job
- Teamwork, collaboration, working in a group
- Creative thinking, new ideas
- Conflict Resolution, problem solving, mediating

Hard skills are skills acquired or learned by doing a specific job. They are Technical Skills required to complete certain tasks.

Examples include:

- Computer skills
- Technology skills – phone, cash register, office equipment
- Construction
- Design
- Languages
- Mathematics, English



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SAMPLE RESUME

George Smith
04501 123 456 | georgesmith@email.com

CAREER OBJECTIVE

I am reliable hard working Year 11 student seeking casual or part-time customer service work in a sports retail environment. Having played soccer for nine years and a keen all-round sports enthusiast, I am looking to contribute knowledge and proven communications skills.

(Tip: Career objective isn't essential, but useful if you don't have much experience and can convey enthusiasm and motivation. Briefly summarise any work you have done, your strengths and relevant expertise and state how you aim to apply this to your career goal. Adjust the statement to reflect the role you are applying for.)

KEY SKILLS

- Customer service ability demonstrated when working efficiently in soccer club canteen.
- Numeracy skills for cash handling tasks proven by achieving good results for mathematics subjects.
- Highly developed communication skills shown by receiving positive feedback from supervisors after completing work experience.
- Strong ability to work as part of a team developed through participating in soccer since the age of eight.
- Demonstrated organisation skills as a result handing all assignments in on time.
- Able to take responsibility and solve problems proven through umpiring and coaching.

(Tip: Include 5-9 key skills as bullet points that you like using and that are relevant to the role. Use action words such as 'demonstrated' or 'highly developed' and then provide information about when, where and how you've used the skill through your studies, work experience, volunteering, sporting activities, etc.)

EDUCATION

Park Hill Secondary College Year 11

- Subjects include: Maths, English, Business Management, VET studies in Sport and Recreation.

(Tip: List your most recent education first including any relevant certificates, training courses or achievements)

WORK EXPERIENCE/LEADERSHIP ROLES

December 2016 – March 2017

Park Hill Soccer Club Canteen Customer service (volunteer)

- Served customers.
- Handled cash including operating of cash register.

2017 – current

Assistant Coach for junior players

(Tip: Focus on most recent work experience first. Include your job title, organisation name and dates. Years and months can be included. Include responsibilities and achievements for each role.)

INTERESTS/HOBBIES

- Played soccer since the age of eight. Keen spectator of soccer, football and cricket.

(Tip: Including a section on interests can be useful if it's relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)

REFEREES

John Charles
Coach - Hill Park Soccer Club
0456 789 101 / John-charles@hillpark.edu

Wendy Stevens
Year 11 Coordinator
Hill Park Secondary College (0453 231 123)

Tip: If you decide to include referee contacts, notify the referee and indicate the type of roles that you will be applying for.

You may also want to provide them with a copy of your resume.

You can also simply write 'Available on request.'

