



First Resume Hints

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Here are some tips to jazz up your resume to "wow" those employers with your professionalism. These ideas can help you stand out from others who also don't have a lot of experience or things to put in their resume. We suggest you put together your resume with the following headings:

Main Heading – Your name. You don't need to put Resume. It's obvious.

Personal Details – You will include your address, phone, mobile as well, maybe the phone of a friend who'll contact you if you don't have a phone. Remember email and fax if you have these as well. If you are going to be away and not at your usual phone number, try and get a number where you can be contacted. When business contacts phone your number make sure any message is clear and businesslike. Make it easy for people to find you.

Education – Always start with the most recent achievement and date and work backwards. At the very top put any course you are currently doing and haven't yet completed. Put the units you have achieved so far, particularly ones relevant to the work you are seeking. Include the date, the organisation running the course and the name of the course. Leave out primary school details.

Work Experience – This is really important to include when you're starting out. Put the date and where you did work experience and what you did. Hopefully you have a reference from this experience that you can use as well. Again start from the most recent and work backwards.

Employment – Employers want you to tell them that your specialties are and what you know that will really suit their business. List the usual dates (starting with the most current), who employed you and then what your duties were. Try and word these so they will appeal to your next likely employer.

Volunteering – Employers can't help being impressed by people who have a community spirit and volunteer to assist others or help a team. Make an effort and volunteer more. You'll feel great and others will be impressed as well. If you're already a committed volunteer then put this in your resume. Again start with your most recent experience and list dates, the organisation and what you did.

Activities/Interests – These words sound more impressive than 'hobbies'. Keep the description of these fairly broad. Outdoor sports is better to list than Rugby because 'outdoor' shows you are active and interested in sport but your future employer may not like rugby so wait till the interview before you tell all.

Referees – Three is a good number. You need one or two referees who have seen your commitment to a work like situation. Try someone like a teacher from school or your last course trainer who will act as a personal referee. They need to be fairly prominent like a shop owner, police officer, teacher, minister, or sports coach. Choose people who will really speak well and "wow" the employer. Remember to thank them for their support even if you don't get the position.

Maxwells Services can assist you.

- Writing your resume, cover letter, and with preparing for your interview.
- Professional development coaching

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