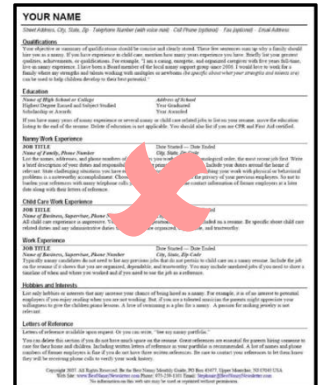
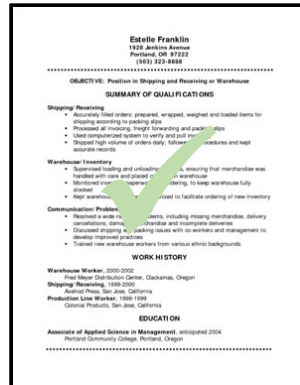


# Preparing your resume

## Tips and tricks

### Formatting and layout

- ✓ Consider the reader
  - ✓ Use a visually appealing layout
  - ✓ Balance white space
  - ✓ Minimum font size 11pt
  - ✓ Use consistent font type
  - ✓ Leave space between sections
  - ✓ Maximum 4 pages
  - ✓ Include your contact details
  - ✓ Use a footer (name and page #)
  - ✓ Limit dot point lists to max of 7
- 
- ✗ Fancy fonts or images
  - ✗ Tiny margins
  - ✗ Borders and tables
  - ✗ Lengthy sentences or paragraphs



**TIP**  
Always open with your Career Statement, but you can change the order of the other sections to suit your needs. For example, a recent graduate might put their Education section before Work History.

### Parts of a resume

#### Career Statement

aka Career Objective  
aka Career Profile

- Is a brief, positive statement about you
- Allows the reader to gain a quick idea of your suitability for the job
- Is limited to 4-5 lines of text, or equivalent dot points
- Helps the reader to quickly make a connection between the Position Description and your skills, knowledge and experience
- Is the equivalent of your 'elevator pitch' or 'movie trailer'
- Should make the panel want to keep reading...

#### EXAMPLE CAREER STATEMENT

As an Administrative Officer with significant experience in the Higher Education sector, specifically in student records management, I am eager to contribute to (\_\_\_\_\_field/sector). Drawing on my background in \_\_\_\_\_ and experience across \_\_\_\_\_ I can offer:

- Highly developed \_\_\_\_\_ as a result of \_\_\_\_\_
- Demonstrated competencies in \_\_\_\_\_
- Specialised knowledge in \_\_\_\_\_
- Advanced \_\_\_\_\_ skills with the ability to \_\_\_\_\_

## Work History

- Show your current role first and work back chronologically
- Include dates, employer and role title
- List the most important responsibilities / achievements first
- Use words and descriptions that align with the position description you are applying for
- Use action verbs to start each point
- Include specific numbers and timeframes where possible
- Describe the benefit of what you did

### WORK HISTORY EXAMPLE

**FLINDERS FUNDING**, Flinders University, Bedford Park SA

Accounts Payable / Receivable Clerk (2011 – present)

Overall responsibility for \_\_\_\_\_, including \_\_\_\_\_. Key achievements include:

- Managed \_\_\_\_\_ involving \_\_\_\_\_
- Processed \_\_\_\_\_ resulting in \_\_\_\_\_
- Established \_\_\_\_\_
- Provided \_\_\_\_\_

## Other achievements

Other achievements should be captured where they are relevant to the position.

They could include:

- ✓ Formal qualifications  
(title, provider, date awarded)
- ✓ Professional memberships
- ✓ Voluntary work
- ✓ Sporting / team achievements
- ✓ Interests
- ✓ Other?

### TIP

Including other achievements will be personal to you; choose the headings that are relevant to your situation.

Arrange them in the order that best reflects the role requirements and your 'story'.

## Referees

- ✓ Provide two work referees
- ✓ You must include your current supervisor
- ✓ State their name, contact details, nature and period of relationship

### Q. What if my current supervisor is interim and unable to comment on my work performance?

You must still include their details, but clarify the situation and add a third option for the panel.

Example:

Rob Roberts  
Interim supervisor during role transition  
Oct 2017 to present  
M: 0412 999 999  
(please see alternative referee below)

### Q. What if my current supervisor also applying for the same job? There is a clear conflict of interest.

You must still include their details, but note they are unavailable as a referee and add a third option for the panel. Example:

Rob Roberts  
Current supervisor  
Feb 2014 to present  
M: 0412 999 999  
(also applying for this position – please see alternative referee below)