

Résumé Tips

A good résumé can be key to finding a job. If you submit a high quality, tailored and error-free résumé, you show employers that you will be a professional, engaged worker with good attention to detail.

Here are some handy tips to get you started as well as an example résumé to help you out.

- 1** The length of your résumé will depend on your level of work experience, the skills you have and the job you are applying for. Try to keep it to no more than 2 pages.
- 2** Make sure your résumé is in an easy to read font – Calibri or Arial in size 11 are good choices.
- 3** Tailor your résumé for each job you apply for. Each job needs different skills so if you change your résumé to match the job, you will be noticed more easily. Use ‘key words’ from the employer’s job ad to describe your past work tasks and responsibilities.
- 4** Include your name, phone number and email address on every page.
- 5** When listing your work experience, start with your most recent job first and work backwards. If you don’t have much work experience, include everything that you have done that is relevant to this job, including volunteer work. If you have had a few different jobs, include only the roles that are relevant to the job you are applying for.
- 6** Think about your referees carefully. Find people who can say you would be good for this job. Always:
 - List at least two people.
 - List people who will say good things about you.
 - List people who are not related to you.
 - Always ask your referees before listing them. Let them know they may be getting calls from employers.
- 7** Get someone to proofread your résumé. Ask them to look at the design, spelling and grammar and give you any suggestions to improve your application.

Jane Smith

0412 345 678

Janesmith@gmail.com

Include your phone number and email address so the employer can contact you.

Include your name, email and mobile number of every page.

About Me

As an experienced administrative assistant with skills in both computer programs and people management, I am highly motivated and work well in fast-paced environments. I have a broad range of skills relevant to the real estate industry and your business, including technical and customer service skills. I also have a strong ability to adapt and learn. I would be an excellent addition to your team.

This is your elevator pitch where you need to sell yourself to a potential employer. Tell them why you are a good fit for the job and how you will benefit the business. You should tailor this section for each job you apply for.

You could also call this section 'Personal summary' or 'Career objectives'.

Work History

DECEMBER 2017 - Current

XYZ Company

Administrative Assistant

Duties:

- Reception Duties
- Filing
- Staff supervision
- Report Writing

Include both paid and unpaid workplace experience that is relevant to this job. Include your most recent experience first and work backwards. If you haven't had many (or any) jobs, write down some experience that might fit, like volunteering, participation in sports or caring roles like looking after children.

2015 - 2016 ABC Company

Administrative Assistant

Duties:

- Reception Duties
- Filing
- Report Writing

Skills and Achievements

- Great communicator
- Excellent customer services skills
- Reliable and adaptable
- Fast data entry abilities
- Social Media marketing skills
- Hard working team player

- Awards: Staff Member of the Month, February 2018

Write down your technical, workplace and interpersonal skills that are relevant to this job. These might be people skills like communication or practical skills or software proficiency. Also include any achievements or awards you have received.

Education History

- 2017 December – **Completed Certificate III in Business (Administration)**
Training Company ABC
- 2016 **Completed Year 12**
Smithsville College

← Include your highest level of schooling and any relevant study. Include the name of the training provider, the dates of the course and the course title

Qualifications and certificates

- 2016 **Manual drivers licence (P2)**
- 2016 **HLTID003 provide first aid**
(Valid until May 2019)
Training Company ABC

← This is where you can include any additional certificates or tickets you have. For example, the type of car licence you have, Responsible Service of Alcohol or First Aid certificate.

Referees

Arnold Jones
HR manager – XYZ Company
Former supervisor
Ph: 0412 345 678
Email: ajones@XYZ.com

Candice Green
Owner
ABC company
Ph: 03 9876 5432
Email: CG@abc.net.au

← Your referees are the people that are going to tell employers how perfect you are for the job.

Find people who will say good things about you, such as past employers, teachers or people you know from sporting and community activities. Do NOT use family members.

← Include their name, business they work for and contact number. Always double check their details are correct!

Before adding a person to your résumé, ask them if they are happy to be your referee. Let them know about jobs you are applying for and to expect a call from an employer.
