



Australian Government



Writing a tailored résumé

Include information that is relevant to the job

- Tailoring a résumé to a job shows the employer you understand their business and are the right person for the job.
- List your most recent jobs as well as any other relevant work experience.
- Include work tasks and responsibilities that show you have the skills to do this job.
- When submitting your résumé in response to a job ad, try to use the same 'key words' that the employer used in the job ad.

Match your skills and qualifications to the job

- Work out which of your skills and qualifications are most relevant to this job.
- List these skills and qualifications near the top of your résumé.
- Include any relevant achievements. This includes any staff awards or positive customer feedback.

Review and check

- Double-check your résumé for spelling and grammar mistakes.
- Get someone you trust (a friend or parent) to read your résumé and provide honest feedback.
- Take out any information that isn't relevant to the job or doesn't support your application.
- Your résumé needs to show the employer that you are a good investment for their business and the right person for the job.

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