



Australian Government



Résumé quality check

It looks professional and is easy to read

- The font is easy to read.
- The format and layout is simple and professional looking.
- Sentences are short and factual.
- Use dot points to break up blocks of text.
- Your email address is professional (for example your name).
- Include your name, phone number and email address on every page.

It is tailored to the job and employer

- Use 'key words' from the employer's job ad to describe your past work tasks and responsibilities.
- You include a summary of your relevant work history.
- Only include information that is relevant to the job and employer.
- There are no unexplained gaps in your work history timeline. If you do have any employment gaps, add in a brief explanation.

It has been checked

- Double-check for any spelling or grammar errors.
- Check your contact details and any dates you have included are correct.
- Don't include any jargon or abbreviations, unless they appear in the job ad.

Disclaimer: The content of this tipsheet is intended as general information only and does not replace professional advice. It is derived from a variety of sources and has been prepared without taking into account your individual objectives, situation or needs. You should consider your personal circumstances, and if appropriate, seek independent legal, financial or other professional advice before acting. The Department has endeavoured to ensure the currency and completeness of the information in this tipsheet at the time of publication; however, this information may change over time. Provision of links to external websites are provided for convenience only and should not be construed as an endorsement or approval of the third party service or website by the Department. The Department expressly disclaims any liability caused, whether directly or indirectly, to any person in respect of any action taken on the basis of the content of this tipsheet.