

Resume Checklist

Your resume outlines your qualifications, skills and experience for a particular job or role.

Essentials: these must always be included.

- My name, address (optional), contact phone number and email address is at the top of the first page. My email address looks and sounds professional.
- I have listed my education with my current or most recent course first, including dates started and/or finished (but not subjects and grades).
- I have listed all my skills, work-related certificates, and experience that match the kind of work I am seeking.
- I have included my relevant employment experiences, including paid and unpaid work, with the months and years I started and finished each job, the position title or titles I held, the organisation's name, the tasks I performed, and any highlights and awards.
- Someone with excellent written English and who has good attention to detail has checked my spelling, punctuation and grammar.
TIP: *Many people don't get job interviews because there are spelling or grammatical mistakes in their resume.*

Optional items: these should only be included if they add value to your resume.

- Career objective or professional statement:** This is added at the start of your resume to summarise your key attributes for the kind of role and organisation you are seeking.
- Hobbies, extracurricular activities and interests:** Only list those that are relevant to the work you are looking for (for example, personal travel experiences can add value to a tourism or hospitality training program). Do not just list words, describe them in some detail.

- Referees:** You can add these at the end of your resume or take them to the interview on a separate piece of paper. Provide each person's name, position title, organisation of employment, phone number and email address. You should have at least two professional referees. If a referee is not from your current or former workplace, you should add a line that details your relationship to the referee (e.g. Sports Coach, Food Technology Teacher).
Avoid using international referees as prospective employers are less likely to make international calls for entry level roles.

Formatting tips

- The ideal length for a resume is between 1 and 2 pages; 3 is the preferred maximum.
- If there is more than one page, put the most important information on the front page.
- Number your pages using the 'x of y' style as a footer on each page. Also make sure your name is in the header or footer of each page.
- Make sure the font is large enough to be read by anyone - we suggest Arial Font 12 bolded for headings, 11 for the rest. Your name should be a bit larger to stand out.
- Make sure there is plenty of 'white space', with each section separated slightly.
- Avoid using borders, tables, fancy fonts or graphics - keep it simple.
- Photos are not usually required on a resume (but you should have one on your social media sites); if you are asked to provide a photo, it is usually best to send it as a separate file.

Information also available on <http://careers.angliss.edu.au>

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