



# working for everyone

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## How-to Guide | Writing a basic resume

### Use this guide to help you:

- Understand what employers look for when they look at resumes
- Create a resume to apply for a job that is like previous jobs you have held

### Step 1 | Understand what employers look for

The average employer or recruiter will only scan your resume for 30 seconds before they decide whether you are suitable for the job.

Employers or recruiters usually look for three things.

#### Experience

- ✓ Do your previous job titles match this job?
- ✓ Have you worked for similar companies? (size, industry)
- ✓ Have you done tasks similar to those required in this job?
- ✓ Do you have the right qualifications and training?
- ✓ Have you achieved the type of results they are looking for?

#### Motivation

- ✓ Does your move to a new job make sense to them?
- ✓ Given your background, are you likely to be satisfied in the role?
- ✓ What have you achieved in both previous jobs and life generally that demonstrates your commitment?

## Fit

- ✓ Are you going to be a good fit for the team?
- ✓ What does your job application say about you as a person? (How it is written and spelled, your interests and how you describe yourself.)

They will also look at how you format your resume, for instance what you choose to put in a headline or larger font size to capture attention.

## Step 2 | Do your research

### Learn about your new job

Before working on your resume, it can be helpful to find out more about the role you are going for. Try looking at:

- ✓ Other job advertisements for the type of role you want to move into
- ✓ Information on companies you'd like to work for
- ✓ Job or position descriptions for your previous roles
- ✓ Any notes you have from discussions with potential employers or people working in the type of job/industry that interests you

## Step 3 | Write your resume

Your resume will usually include three sections:

- **First page** – Includes your name, contact details and career objectives. It should also state your experience that is relevant to the skills required in the new role. Keep this section short.
- **Your employment history** – A summary of your past employment. Again, try to focus on experience relevant to the job you are applying for.
- **Personal information** – This includes education or training, professional memberships, your interests, languages and referees (you can also use 'Referees available upon request').

## Helpful hints

- If you are not confident formatting your resume, your jobactive provider, a relative or friend may be able to help. Make sure you always check important content such as your work history.
- If you haven't done the job before, you can still include knowledge and skills from your personal life and work experience you have completed. See the [Working it out tool](#) for more info.
- If you are moving from a higher level role to a lower one, the tips at the end of this guide can help you.

## Preparing your resume

- Use job advertisements and job descriptions to guide you on what information to include in your resume.
- When describing your achievements, describe what you did and why it was important. For example, 'I redesigned a process by ...' or 'I improved the quality of ... because....'
- If possible, include results to show what you achieved, for example '... resulting in faster processing of payments.'
- If you are struggling to define your responsibilities, think about your tasks on a typical day.
- When deciding which content to put on your front page, think about using **bold** headings that highlight the results or skills the employer is looking for. For example:
  - **Reception** – Switchboard and reception experience including mail coordination, email correspondence and room bookings
  - **Increased sales** – Took Victorian sales from 5K per week to 100K per week through [name of product] development
  - **Building codes and regulations** – Knowledge of codes and regulations for office layouts, installation of security systems and communication networks

- **Systems knowledge** – AutoCAD, MS Project, MS Office, PM BOK, SAP
- **Financial modelling** – Creation of spreadsheet models using Excel to forecast financial variables of a company and value its assets

## Step 4 | Write your resume

Use this template to guide you as you write your resume.

Check the [Managing documents for your job search](#) in our [additional resources](#) if you need more help.

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### Your First and Last Name

Address: Home St, Postcode, State

Mobile: 0413 127 999

Email: jobseeker@gmail.com

### Career Profile

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*[This is a short presentation of yourself and your career. Write 2–3 lines about yourself and your professional experience.]*

### Experience

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*[Write the key dates, roles and employers of your career history]*

Year - Year	Role 1	Employer 1
Year - Year	Role 2	Employer 2
Year - Year	Role 3	Employer 3
Year - Year	Role 4	Employer 4

### Skills and Achievements

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*[Be sure to highlight results or skills the employer is looking for. Check the position description for ideas.]*

**First skill that the employer is looking for (for instance, Production, Quality control, etc)**

- Describe how you've applied this skill

### Second skill that the employer is looking for

- Describe how you've applied this skill

- Describe how you've applied this skill
- Describe how you've applied this skill
- Describe how you've applied this skill

### **Third skill the employer is looking for**

- Describe how you've applied this skill

### **Licences/Accreditations**

- List your licences/accreditations, with the most relevant to the job first
- List your licences/accreditations and put first the most relevant to the job
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### **Employment History**

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#### **Role No. 1**

**Year – Year**

Employer Name

#### **Key responsibilities**

*[Describe in 1–2 lines where you worked and the environment, such as the number of employees, outputs per month or clients. If you are struggling to define your responsibilities, think about your tasks on a typical day]*

- Describe your key responsibilities for Role No. 1
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- Describe your key responsibilities for Role No. 1

#### **Key achievements**

*[Say what you did and why it was important, e.g. redesigned a process that ... improved the quality of ... ]*

- Describe your key achievements for Role No. 1
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- Describe your key achievements for Role No. 1

## **Role No. 2**

**Year – Year**

Employer Name

### **Key responsibilities**

- Describe your key responsibilities for Role No. 2
- Describe your key responsibilities for Role No. 2
- Describe your key responsibilities for Role No. 2

### **Key achievements**

- Describe your key achievements for Role No. 2
- Describe your key achievements for Role No. 2
- Describe your key achievements for Role No. 2

## **Role No. 3**

**Year – Year**

Employer Name

### **Key responsibilities**

- Describe your key responsibilities for Role No. 3
- Describe your key responsibilities for Role No. 3
- Describe your key responsibilities for Role No. 3

### **Key achievements**

- Describe your key achievements for Role No. 3
- Describe your key achievements for Role No. 3
- Describe your key achievements for Role No. 3

## **Education and training**

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- List any certificate, diploma or training you've completed that could be relevant to the role
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## **Referees**

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[Provide any referees you think might be relevant to the role]

Available upon request

## **Helpful hints if you are ‘downshifting’**

Downshifting is when you apply for a role that has lower pay and lower responsibility than jobs you have had previously.

When downshifting you should:

- Identify your relevant skills and experience
- Identify what is important to the potential employer, and tailor the way you present your experience, skills and work history to match
- Add a career objective section on top of your resume explaining why you would take a job with lower pay and level of responsibility than jobs you have had before

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