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How-to Guide | Writing a resume to change careers

Use this guide to help you:

- Write a resume to apply for a job you have never done before

Note: This guide follows the [Writing a basic resume guide](#) in our [additional resources](#) that provides general tips on how to start your resume.

Step 1 | Prepare your resume for a new job

Learn as much as you can about the new job

Before working on your resume, do some research into the role you would like to go 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 you're interested in

If you are going for a job in a new industry it can be helpful to create a **Career Change Resume**. This is also called a **Functional** or **Skills Resume** and it is designed to emphasise your skills and abilities, rather than your chronological work history. It usually includes three sections:

- **First page** – Includes your name, contact details and career objectives. It should also list your experience that is relevant to the skills required in the new role. Keep this section very short.
- **Your employment history** – A summary of your past employment. Again, 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 might 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 because ...’ 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 what 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, installations 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 2 | Resume example

This example can help you apply for a role you may not have experience in, in the same industry or a new one. Remember that industries might also have specific resume templates, so it is worth checking online for examples.

To use this example as a template, replace the italic text with plain text describing your own experience.

Remove any areas that are not relevant. Check the [Managing documents for your job search guide](#) in our [additional resources](#) for more help.

Joan Jobseeker

*Certificate of Education | Integration Aide
Boronia | Mobile: 0437 889 789 | jobseeker@gmail.com*

Career objective

I am the mother of a kind and intelligent boy called Sam who has autism. I have spent the last ten years learning everything I can about how to support children with autism to thrive. I am seeking an opportunity to bring my passion and experience to the role of Integration Aide within a primary school.

<i>2015–2017</i>	<i>Volunteer support worker</i>	<i>St Mary's Primary School</i>
<i>2007–2017</i>	<i>Part-time carer of a child with autism</i>	
<i>2012–2017</i>	<i>Volunteer and carer support worker</i>	<i>Autism Australia</i>
<i>2000–2017</i>	<i>Clerical and administrative roles</i>	<i>Various</i>

Key skills and achievements

Supporting students and families

- *Identified student learning needs and provide tailored programs (including extra tuition) as required.*
- *Working knowledge of communication support strategies required for students with disabilities (autism, Down syndrome, physical, visual or hearing impairments)*
- *Provided peer support to parents and carers at Autism Australia*
- *Broad understanding of the K–6 Australian curriculum framework*

Clerical and Administration

- *Experienced at using computer/systems: Lotus Notes, MS Word, MS Excel*
- *Skilled at high volume document handling, photocopying and scanning*
- *Developed processes and systems to effectively coordinate the ordering of all office supplies at NAB and to schedule equipment servicing*

Teacher and team support

- *Liaised with teachers to support the development of lesson plans*
- *Organised social and fundraising events as a member of the Engagement Committee at NAB raising \$50,000 annually*
- *Received Best Team Player Award (2008) as a result of taking on additional duties and supporting other departments during peak periods (National Tyres)*

Employment history

Scanning Administrator <i>National Tyres</i>	2010–2017
Administrative/Mail Coordinator <i>National Australia Bank</i>	2008–2010
Data-entry Coordinator <i>National Australia Bank</i>	2005–2008
Teller/Customer Service <i>National Australia Bank</i>	2000–2005
Junior Clerical Roles <i>ABC Finance</i>	Pre 2000

Education and training

Certificate of Education, Integration Aide
Berwick TAFE, July 2016

Certificate II First Aid
St John Ambulance, July 2016

Certificate in Business Administration
Chisholm TAFE, August 2003

References

Available upon request

Helpful hints if you are ‘downshifting’

Downshifting is when you apply for a role that has lower pay and less 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 your experience, skills and work history to match
- Explain briefly in your career objective section why you would take a job with lower pay and less responsibility than jobs you have had before

Find related guides on our resources page

www.workingforeveryone.com/resources

We think you will find the following guide helpful:

- [Managing documents for your job search](#)

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