**Australian Resume Checklist**

* Included contact details (correct phone number, email address and location, e.g. Brisbane,) and are clear to read
* No photo on resume
* No visa details
* No age, gender, nationality etc.
* Included LinkedIn URL (optional)
* Included professional summary, written in cover letter style
* Education section included, along with graduation date (incl. any additional certs/quals – GPA OPTIONAL)
* Work experience/employment section included, including placements/internships/casual work – and whether FT, PT or casual
* Employment/experience should be achievement oriented e.g. what was achieved in role?
* Volunteering experience, including tasks carried out (if applicable)
* Dot points are written in full sentences (e.g not “served customers”)
* Accomplishments are quantified and context provided
* Consistent formatting, e.g. alignment, use of dot-points etc)
* Document looks professional (good use of white space, font face)
* Sections written in reverse chronological order (most recent placement/position first)
* Is tailored to a specific role/organisation
* Has addressed job description
  + Skills required
  + Experience
* Has used range of action verbs and written objectively (free from 1st person)
* Has included Extra-curricular activities
* Hobbies and Interests - optional
* Details of referees are included/acknowledged
* Document is clear from spelling errors/typos