THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Resume checklist

There are many things to consider when writing a resume for a job. We have created this checklist to help better your understanding of the various elements of an Australian resume, sought after by employers.

Resume format (impact)

- ☐ Professionally formatted and all experiences and education are in reverse chronological order
- ☐ Max 2–4 pages (depending on experience or as outlined in application guidelines)
- ☐ Includes headings that quickly provide an overview of your relevant experiences and education (Contact details, Education, Employment History, Volunteering, Extra-Curricular Activities, References, etc.)
- ☐ Black and white, no colour
- ☐ Professional and easy to read font and size (e.g. Arial/Calibri font size 10/11)
- ☐ Dates – formatted to the right with month and year
- ☐ Footer that includes contact details and page number
- ☐ Contains no spelling, grammatical errors or gaps in timeline

Contact details

- ☐ Visa details (Non-Australian residents)
- ☐ No age, gender, nationality etc.
- ☐ Australian mobile number with active message bank, appropriate email address (essential), location e.g. Brisbane (optional)
- ☐ Include LinkedIn URL (optional)

Career objective

- ☐ Career Objective/Professional Summary - include three things unique to you; your value proposition (optional)

Education and qualifications

- ☐ Education section included, along with expected graduation date incl. relevant certs/qualifications, GPA, subjects of note (optional).

☐ Formatted with dates to the right hand side

Work experience/Voluntary experience

☐ Work experience/employment section included, including placements/projects/ internships/casual work – and whether full-time, part-time or casual

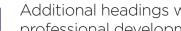☐ Achievement oriented e.g. what was achieved in role, how, result, as opposed to simply listing responsibilities.

☐ Achievements are quantified and provide context

☐ Highlights capabilities and attributes developed in roles

☐ Volunteering experience, including tasks carried out (if applicable)

☐ Dot points are written in full sentences (e.g not "served customers") and experiences include a range of action verbs

Extras

☐ Additional headings where relevant (Technical skills / Certifications/ licenses/ professional development / sport / extra-curricular / publications / interests)

Referees

☐ Contains at least two professional referees or acknowledges with a sentence, "available upon request"

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