

Résumé guide and checklist For students and recent graduates

Before starting your application, review the job advertisement and ensure you complete all the application requirements to ensure you are eligible to apply.

Be sure that you demonstrate your genuine interest for the role. Generic unenthusiastic applications are too easy for a recruiter to screen out.

Résumé, CV or Curriculum Vitae?

If you are asked for a résumé, CV or curriculum vitae from an Australian employer, please refer to the information provided in this guide. A résumé and CV have different meanings in other countries; however, Australians generally use both terms to refer to the same thing. If applying for a role where applications are processed overseas, you may require different personal content that is not used in Australia. Please check the Countries Guide on GoinGlobal, accessed via StudentHub for up-to-date international application and living information.

Template options

Templates and examples are a fantastic avenue to compare professional applications before you pick and choose what suits your specific needs. Don't be afraid to make changes to a template as it needs to accurately market you.

When templates go wrong

Problems with using templates include:

- Plagiarism - e.g. skills summary copied word for word;
- Skills or experiences which the applicant does not have or are exaggerated;
- Large numbers of applicants using near identical formats; and
- Missing the skills/experiences/achievements which are

unique to you as they are not listed on the template.

Layout and Appearance

- Font should be clear and easy for the employer to read. Use font size 11 or 12. Example fonts include: Times New Roman, Calibri, Arial or Cambria.
- All font sizes are the same, except heading. Use bold or italics to differentiate
- All listings must be in reverse chronological order – most recent first
- Use plain small black bullet points when listing
- No tables (including invisible) as some software is not able to read
- Lines under the heading of each section are optional
- Dates listed on the right hand side and content aligned to the left to allow more room
- Include a footer with your name and page number
- Identify a layout of each section that is professional and easy to read
- Be consistent with your style, language and tense
- Use action-oriented words/phrases
- Be positive and enthusiastic

Length

- For internships and graduate programs, many employers prefer a maximum of 2 pages.
- Graduate positions and experienced roles should be about 4 pages.
- In Australia, professional résumés are generally between 2- 4 pages.

Content to include

- All professional experience, paid or unpaid,
- internship/employment
- All casual work (non-professional included) and volunteer experience
- Achievements, academic awards, publications, conferences attended

- Memberships: student professional associations, clubs and societies
- International exchange, employment/volunteering, travel/experiences
- Unique key skills

Writing style

- Double and triple check your punctuation, grammar and spelling
- Avoid the use of personal pronouns like 'me' or 'I'
- Always expand on any duties or skills listed
- Be proactive (and proud) in your language style
- Identify achievements (personal, academic or professional) and include where appropriate

What should you leave out?

- Your age or date of birth
- Your marital status
- Your health status
- Your photo

Double check that there is no offensive, illegal or disruptive information or that you have not included information which may hinder your chances for being shortlisted. Examples are Cash in Hand jobs where you were not paying tax, controversial or divisive information, discussing personality traits which are difficult to prove.

Final check

1. Are all the relevant skills covered in the résumé?
2. Do the relevant strengths and accomplishments stand out?
3. Is your résumé free of jargon or abbreviations?
4. Does every word count; no waffle?
5. Have you included all required documents? (cover letter, résumé/CV, selection criteria)

Popular sections in résumés

All résumés should appear differently due to the background of each unique applicant. Below are the basic sections used by most graduate applicants. Please investigate if there are specific requirements in your industry.

1. Heading

Options: Your name with or without CV, Curriculum Vitae, Résumé

2. Contact details

Options: under 'contact details', list your mobile number and an appropriate email address. Your personal address is optional.

3. Career objective

The Career Objective is used for all students from BEL, Engineering and those applying for Government and is optional for all others.

Title options: Career Objective, Professional Summary, Career Profile. It should be a maximum of three lines.

4. Skills Summary - optional

Title options: Skills Summary, Key Skills and Strengths, Key Skills and Attributes, Demonstrated Key Skills etc. This section should be 4–8 bullet points with a maximum of 8 lines highlighting skills/attributes that match the job description.

5. Education

Title options: Education, Qualifications, Qualifications and memberships (relevant to role). High School education is not required unless you would like to highlight specific achievements, e.g. OP 2 or School Captain. Do not include subjects you have studied or individual subject GPAs.

6. Experience

Title options: Employment History, Career History, Experience, Relevant Experience, Employment, Industry Experience, Professional Experience, Volunteering, Community Engagement, Additional Experience.

Most applicants break this section into 2–3 sections depending on their experience, i.e. Industry Experience, Volunteer and Additional Experience (casual employment). Your experience section gives you the most flexibility to showcase your background.

Include: Job title, Organisation, dates worked, 1–2 lines as an overview of company/role, 2–4 bullet points which outline your duties and skills, if possible, 1–2 achievements.

7. Extra-curricular activities

Title options: Memberships, Extra-curricular activities.

If you are a member with average participation, just list the association and the years as a member i.e. 2013–14 or 2015–current. If you are an engaged member who may have duties or a position, please elaborate and display this role in the same way as any other experience listed in number 6 (Experience).

8. Professional Development - optional

Title options: Professional Development, Conferences

9. Achievements - optional

Title options: Academic Achievements and Awards, Achievements

10. Publications - optional

In some cases this section may need to be more prominent in your application and be listed either under 'qualifications' or the first 'experience' heading.

11. Interests

This section can deliver a range of unique and interesting information about you; which may demonstrate skills, attributes or routines, which may benefit and employer. Explain your interests in 1–2 sentences and include a couple of bullet points, if required. Omit any interests or hobbies which may offend.

12. Referees

Australian employers prefer to make contact with referees via telephone, but may email if unable to make contact. Select referees who support you as an individual and an employee. They should be aware of your employment history, skills, attributes and capabilities. You will need: name, current position title, organisation, contact phone number and email address. You have the option to list your relationship to the referee (in italics) at the end, i.e. 'Relationship: previous supervisor for 6 months'. Many applicants do not list their referees; this may be because of confidentiality or they are trying to save space on their résumés. With this option, please list in italics under the section heading 'referees available upon request'.

Character references should only be used if you have limited work history and experience. If you are wanting to include a character reference you need to use someone who has known you for a significant time and are themselves a professional.

How to tailor each application

- Correctly identify company and contact person information
- Research the organisation and industry, contact employer for further information and then make adjustments in your résumé to suit.
- Changes may include adjusting the order of duties, skills/attributes, language and or content of career objective.
- Complete application to employer requirements
- Use either standard cover letter or include response to selection criteria, preferred résumé length, length of each/total selection criteria?
- Submit using employer preferred application method, e.g. online, emailed, PDF or Word.

For further details, please contact:

Career Development Learning

Student Enrichment and Employability Development
careers@uq.edu.au
employability.uq.edu.au/find-a-job



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Résumé guide and checklist

For students and recent graduates

Student and recent graduate résumé example

The example below is a popular format for students and recent graduates. Ensure you have included all the sections relevant to you that highlight your unique skills, strengths and experience. The University of Queensland Careers Service encourages you to research and compare professional résumés. If this template doesn't match your needs, search for new styles and templates online, or create your own.

Use a professional, easy to read font. Ensure consistency with font size and formatting. Don't forget to spell check!

Don't forget to use a professional email address such as your UQ student address. Add a professional voicemail to your mobile phone.

Alex Smith

A: Brisbane, QLD
E: email@emailaddress.com
M: 0400 000 000
www.linkedin.com/alex-smith

Career Objective (Optional)

This section is recommended for students BEL, Education, Engineering and those applying with the QLD state government as it may be preferred by particular organisations/industries/types of applications. Optional to all other applications/Disciplines. The career objective should be about 4 – 5 lines in length with cover letter writing style. Tailored for a specific job and organisation you're applying for. Specifically outline how your skills and experience meet what the employer is looking for.

Key Skills and Strengths (Optional)

- Use a maximum of 6 bullet points/8 lines to emphasise key technical and soft skills which you would like to highlight and will make an impression that is specific to the role/company
- Proven experience as a facilitator in an adult education and training environment. Delivering formal presentations, group-based tutorials and developing training resources.
- Technical Proficiency: Adobe Premier, Microsoft Windows XP, Microsoft Office XP (Word, Excel, Power Point, Access), training database x, personal applications.
- Enthusiastic and proactive; demonstrated ability to meet deadlines and objectives.
- Excellent organisational and communication skills; successfully organised a networking event for the UQMA.

Education and Qualifications

Bachelor of Business Management with Major in Human Resources **2016 – Current**
University of Queensland, St Lucia

- Overall GPA: 5.8
- Expected Graduation: November 2019

Achievements:
Received Dean's Commendation for Academic Excellence in Semester 1 2018

Certificate IV Bookkeeping, QLD TAFE **2018**

Certificate IV TESOL, RTO Name **2017**

Memberships

Professional Association – Full name of professional association **Current**

Employment History

Administrator – training **Jan 2018 - Current**
Queensland Institute of TAFE

Responsibilities:

- Scheduled and coordinated inductions and adult training programs
- Ensured all workshop resources were filed and current
- Updated and maintained training database

Achievements:

- Updated workshop resources and provided training session to 20 employees on the use of Microsoft Office. Received excellent feedback from attendees.

Team Leader/Supervisor (Casual three days a week) **Sept – Dec 2017**
Bakery on Sunrise, Suburb

Responsibilities:

- Developed efficient scheduling and staff pay methods
- Training and supervision of new and existing staff

Remember to add your University graduation date.

Employment history should be listed in reverse chronological order i.e. most recent position first.

All employment dates should include a year and a month.

Include your name and page numbers in the footer (or header)

Avoid writing in first person. Use powerful and accurate action verbs to describe your participation level in activities.

Achievements:

- Awarded best states customer service award 2014

**ESL Teacher (Casual two days per week)
College Prep, Berlin**

**Jun 2016 –
Sept 2017**

Responsibilities:

- Prepared and facilitated English learning classes for teenagers and adults

Volunteer Work

Red Cross Fundraising – Emergency Preparation

**May 2017 -
Current**

Responsibilities:

- Organised and facilitated community think tanks documenting various needs in an emergency
- Collaborated with a variety of internal and external stakeholders developing resources
- Contributed to cross-platform marketing strategy focusing all demographics

Achievements:

- Development and implantation of social media strategy for awareness campaign – 6,000 hits

List responsibilities in bullet points that are short, succinct and easy to read.

Extra-Curricular Activities

**Executive Committee
President - UQ Management Association (UQMA)**

Jan 2018 – Current

Responsibilities:

- Organised the Employer/Student networking evening in 2018 with 4 other members of the committee.

Achievements:

- The event was very successful and attended by over 10 industry representatives and 100 UQ students.

Executive Committee Member - UQ German Club

Apr 2017 –Aug 2018

Member - UQ Chocolate Appreciation Society

Apr 2017 – Aug 2018

Member – UQ Touch Football Team

Feb 2016 - Current

Publications (Optional)

Name of Publication (2018)

Additional Information (Optional)

- Languages
- Licences

Interests

Keen interest in participating in sport, particularly softball and snowboarding. Managed the football team throughout High School, while playing at the State level. Continued involvement in sport since.

Referees

Madeline Jones

Program Manager
QLD TAFE
Mobile: 0400 000 000

madeline.jones@tafe.edu.au

Relationship: previous supervisor for 8 months

Professor John Alfred

Business Management Lecturer
University of Queensland
Phone: 07 0000 0000

john.alfred7@uq.edu.au

Most employers will require at least 2 professional referees. 1 Character reference such as a University Academic is acceptable.

Only include information relevant to the job you are applying for.

Your resume should not be longer than 2 full pages.

For further details, please contact:

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employability.uq.edu.au/find-a-job



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