

Top tips for effective resumes

A Resume may be the first item that an employer will review when assessing what candidates will be shortlisted to progress to the next stage of the application process.

It can often be a challenging process to distil your professional experiences, education and capabilities into a resume, or even know where to start. This document seeks to provide you with 5 top tips to consider when developing and refining your Resume to give yourself the edge in the application process.

Tip 1: Signpost your resume

The first recommendation is to ensure that you have included the relevant sections within your resume, these include:

1. Your details

Your name, professional email address, LinkedIn address (if relevant) and mobile number. By including your details in your resume, prospective employers are more easily able to contact you.

2. Career objective

A short summary (maximum of 3 sentences) which provides a high-level overview of your career goals that align to your disciplinary background and/or experience and to which you are applying.

3. Education

A summary (in reverse chronological order) of your educational qualifications (including those in progress).

4. Experience

A summary (in reverse chronological order) of your professional experience, including your role, responsibilities and the timeframe of this experience. You may also choose to showcase achievements for each of your roles in this section.

5. Professional development (optional)

This is an optional component of your resume and may consist of dot-points of conferences you may have attended or training such as First Aid Training.

6. Achievements (optional)

This is an optional component of your resume and may include awards or academic achievements that you have received during your studies or as part of your professional experience.

7. Publications (optional)

Depending upon the role you are applying for, this is an optional part of your resume. Typically, this section is more relevant for those that are pursuing a research or academic pathway, and in some cases may be a separate document to the resume.

8. Referees

Typically, two to three professional referees (otherwise known as References) are required when applying for positions.

Tip 2: Tailor your resume

It is important to ensure that you tailor (or customise) your Resume to the specific role that you are applying to. When reviewing a job listing, be sure to closely review the requirements that they may detail including the required length of the Resume. You can tailor your resume by ensuring the following:

1. **Updating your career objective** to align with the values/strategic priorities of the organisation and/or the duties and criteria they are looking for in the candidate.
2. **Identifying and including** the responsibilities for your prior experience that are most relevant to the role that you are applying for.

- 3. Tailoring your language** to align with the types of capabilities that the employer is looking for. This may include amending the word 'communication' to 'inter-personal communication' if that is a specific capability the organisation is seeking. This demonstrates a high attention to detail and that you have tailored your resume to this specific role.

Tip 3: Create a master copy

It is recommended that you keep a master copy of your resume which includes a thorough list of all of the responsibilities for each of your roles/positions. This ensures that you don't lose any valuable information which can be included in later iterations of your resume.

Tip 4: Include your relevant experience

Don't be limited by only including paid work experience in the 'Experience' section of your resume, but also be sure to include volunteering, mentoring or other extra-curricular activities that you may have participated in.

Other valuable experiences to incorporate within this section of your resume may include:

- participating as a scholar for a Research Scholarship Program,
- engaging as a student partner on a Student-Staff Partnership Project, and/or
- undertaking an internship or placement during your studies.

Tip 5: Peer review

The final recommendation is to have a friendly peer review of your application by a friend or family member. As you have written the document yourself, it can often be difficult to spot small typos, spelling or grammatical errors. Ask your peer reviewer to make sure it makes sense, aligns to the role and to check for consistent formatting.

Frequently Asked Questions

<p>What is the difference between a resume and a CV?</p>	<p>Often in the Australian context, resumes and curriculum vitae (CV) have the same meaning. If you are applying for roles overseas, these terms may have different meanings and you may be required to include different sections. Check out the GoInGlobal Countries Guide for up-to-date information on international application requirements.</p>
<p>What should be the length of a resume?</p>	<p>Depending upon the requirements of the application, we typically recommend the following, unless the advertisement requests otherwise:</p> <ul style="list-style-type: none"> • For internships, graduate programs and entry-level positions: 2 pages • For roles which require more substantial experience (including management roles) maximum of 4 pages
<p>Are there any details I should exclude from my resume?</p>	<p>The following details are not required to be included in resumes:</p> <ul style="list-style-type: none"> • Date of birth • Age • Photo <p>Current best practice in Human Resources and recruiting do not require including these details.</p>

For further details, please contact:

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