

Resume checklist

This resume checklist has been designed to support you in refining your resume and/or to use when reviewing a peer's resume.

This checklist has been created based on the typical requirements for Australian job applications. To see examples for other countries, be sure to review the [GoInGlobal Countries Guide](#).

Resume format

- Consistency in formatting (e.g. dot points, full-stops used consistently across all sections)
- Headings are included that guide the reader through the relevant sections (e.g. Contact details, Education, Experiences, Referees etc.)
- Maximum of 2-4 pages (unless otherwise specified within the job listing)
- Easy to read font, size and colours
- A footer has been included with name and page number
- Contains no spelling or grammatical errors

Contact details

- Professional email address included
- Australian mobile number
- Optional: LinkedIn URL
- Optional: Visa details (for Residents)

Career objective

- A career summary is included with a maximum of 3 sentences

Education section

- Education section included with expected graduation date (if applicable)
- Optional: Any other relevant Certificates/Qualifications
- All education listed in reverse chronological order (e.g. most recent - oldest)

Experience section

- Experience section is included which may incorporate professional work experience, placements/ internships and other extracurricular activities
- All experiences are listed in reverse chronological order (e.g. most recent - oldest)
- Dot points under each role are written in full sentences, are achievement/action-oriented and include action verbs

Optional section/s

Please Note: For these optional sections, only provide details if they are relevant to the role you are applying for.

- Professional Development: this may include any professional development courses or training you have completed (e.g. Fire Safety etc.)
- Achievements: if you have received any awards, it is recommended to include a separate Achievements section. This may include academic merit awards, leadership or any other type of award
- Publications: particularly for students who are seeking to pursue an academic or research career pathway, it is recommended for research publications (e.g. book chapters, books, research articles etc.) and any conference presentations to be included

Referees

- Referees section included with at least 2 professional referees. For their contact details, you may wish to write "Contact details to be provided upon request".

For further details, please contact:

Career Development

Student Enrichment and Employability Development
careers@uq.edu.au
employability.uq.edu.au/career-development



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