THE UNIVERSITY OF QUEENSLAND
AUSTRALIA
CREATE CHANGE

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.

Writing an effective resume can be challenging, especially when trying to present your experience, education and capabilities clearly. Consider these five top tips when developing and refining your resume, to give yourself the edge in the written 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 the role which you are applying for.
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 time frame 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 for. 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 do not lose any valuable information which can be included in later iterations of your resume.

Tip 4: Include your relevant experience

Do not be limited by only including paid work experience in the *Experience* section of your resume. Include any relevant 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,
- undertaking an internship or placement during your studies.

Tip 5: Peer review

The final recommendation is to have a peer (friend or family member) review your application. As you have written the document yourself, it can often be difficult to spot small typing, spelling, or grammatical errors. Ask your peer reviewer to ensure that your resume makes sense and aligns to the role, and to check for consistent formatting.

Frequently Asked Questions

What is the difference between a resume and a CV?	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.
How long should a resume be?	Depending on the requirements of the application, the following is typically recommended, unless the advertisement requests otherwise: • For internships, graduate programs and entry-level positions: 2 pages • For roles which require more substantial experience (including management roles) 2-4 pages
Are there any details I should exclude from my resume?	The following details are not required to be included in resumes (due to potential bias): • date of birth • age • photo Current best practice in human resources and recruiting does not require including these details.

For further details, please contact:

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

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

CRICOS Provider Number 00025B | TEQSA PRV12080