



Resume Structure & Content

This is the chapter where we discuss the ‘skeleton’ of your resume and where you put the ‘muscles’ on it. The structure of this resume is the most read and easily understandable by employers and provides them with the information they need to decide if you fit what they might be looking for.

- This is what goes in a resume in this order.
- Refer to the Resume Template below you can also download an editable Microsoft Word version.
- Q. Why is it in this order? A. Because this is how people read them.
- They have a clear brief in their mind and are qualifying you.
- Name, address, contact details (email and mobile), Visa status
- Qualifications, Certificates and Training – do it yourself. Employers love people who take training on as their own initiative.
- Employment Details Chronologically back to the start
 - ✓ Employer name and location
 - ✓ What the company does
 - ✓ Your title
 - ✓ Your responsibilities
 - ✓ Your achievements
- Special Skills – Equipment, programs, software. Parsing technology
- Personal information – Family, interests, hobbies, Birthplace but not birthdate
- Referees – Will be provided upon request.

RESUME TEMPLATE EXAMPLE - Note: Always use a basic font and never use a font size smaller than 10.

Resume of <First Name> <Last Name>

CONTACT DETAILS

Address: <Address Line 1>
<Address Line 2>
<Suburb>, <State> <Postcode>
Phone: <XX XXXX XXXX> – Home
<XXXX XXX XXX> – Mobile
Email: <Email Address>
Nationality: <Nationality>
Visa: <Enter if sponsorship is required, delete if not>

EDUCATION

Enter in here where you went, the qualification, the location, the year you finished and the outcome or status.

Example:

Brisbane School – Year 12 – 2000 – OP10
Brisbane TAFE – Apprenticeship – 2003 – Complete
Enter in all the courses you have done

EMPLOYMENT DETAILS

Name of Employer – Location

Employer Description – Write two sentences here describing what your employer does, for whom and where. Add a website address if you want!

Position – Enter what your title is here.

Dates – Enter month and year to month and year i.e. May 2011 to June 2014. NEVER just put the year in.

Responsibilities:

- Enter about four to six MAIN functions of the work you do.

Achievements:

- Enter how well you have done you work here.
- Make sure you use percentages of improvement, projects you have been involved in, and initiatives you have undertaken.

Name of Employer – Location

Employer Description –

Position –

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Dates –

Responsibilities:

-

Achievements:

-

Name of Employer – Location

Employer Description –

Position –

Dates –

Responsibilities:

-

Achievements:

-

SPECIAL SKILLS AND KNOWLEDGE

It is here that you list EVERYTHING that you know that a client might find useful or relevant. Here are some examples:

- IT Skills
- Equipment you have used
- Processes you know about
- Markets you have knowledge of
- Brands or products you are familiar with
- Anything else that may be of value to a potential employer

PERSONAL INFORMATION

Here you can put some personal things about you, your life, where you have come, your interests, and your hobbies (not too personal!). Remember, employers hire people with certain skills sets (not just the skills sets) so tell them a bit about who you are as a person.

REFEREES

To be provided upon request.