

Resume Checklist

GENERAL APPEARANCE

- Formatting is consistent throughout
- Text size is either 11 or 12 point, and font is easily legible (Calibri or Arial are standard)
- Recommended length is 2 pages (or is in line with the employer's requested length)
- A4 white paper is used

CONTENT

- Resume is tailored to the industry/specific role you are applying for
- Information is listed in a logical order
- Information within the Employment History and Qualifications sections are in reverse chronological order
- Only relevant information is included - no date of birth or marital/health status
- At least two methods of contact are included - home phone/mobile/e-mail address
- Short statements and bullet points are used rather than lengthy paragraphs
- Figures are used where possible to provide (e.g. "Managed a team of 5 administrators")
- Only completed qualifications or those currently being undertaken are included
- Australian English spelling is used
- The language used is professional and is free of abbreviations or unexplained acronyms
- Resume is free of spelling mistakes and grammatical errors
- Resume is easy to read with plenty of white space around the text

TOP TIP:

Ask a friend or family member to read over your resume. If they can't easily tell what type of role you are applying for then it needs to be more tailored

SECTIONS TO INCLUDE:

Career Objective/Summary (optional)
Key Skills
Employment History
Qualifications/Relevant Training
Community Involvement (if applicable)
Referees

CONTACT US