

A guide to Resume Preparation

First impressions are important. Your résumé is often the first thing a potential employer will see from you – it is not just an overview of your technical skills but an opportunity to demonstrate your written, communication and organisational skills. Use your résumé can differentiate you from other applicants and persuade the employer to move your application to the next stage of the recruitment process.

Presentation is important which means you should:

- Ensure the document is clear and succinct
- Use quality paper and a laser printer
- Make the document easier to read by using bullet points and sub-headings
- Make sure you proof read the document and check spelling and grammar carefully.

We suggest that you include the following information in your résumé so that the prospective employer has a complete overview of your background and career experience.

1. Personal Particulars

- Full Name
- Residential Address
- Date of Birth (optional)
- Marital Status (optional)

2. Education

Secondary:

- School and Location
- Dates Attended
- Standard Attained (e.g. Higher School Certificate)

Tertiary:

- University (location)
- Dates Attended
- Part-time or full-time study
- Degree obtained (specify whether honours degree)

It is also helpful to specify any academic awards received, positions of responsibility held (e.g. Union Board or Student Representative Council Membership) and any other activities of note you participated in.

Your academic transcript should be attached rather than setting your results out in the résumé itself.

3. Professional Status

- Details of Admission to Practice (dates admitted and jurisdictions)
- Recognised Professional Qualifications (e.g. accredited specialist, registered migration agent etc)
- Recognised Professional Memberships (e.g. Law Society of New South Wales, Law Institute of Victoria etc)

4. Skills

- Languages (written or spoken), computer and other skills.

5. Employment History

Include information relating to all employers since entering the workforce commencing with your current position and working backwards. Greater detail should be provided with respect to the most recent positions.

In the case of each employer include:

- Name and location of employer
- Period of employment including months (e.g. October 1992 – June 1997)
- Reporting Relationships
- Any Supervisory Responsibilities
- Complete list of duties and responsibilities associated with each position
- An outline of major achievements (including articles published, seminars given etc.)

6. Other

Include any hobbies, sports, involvement in community activities, etc.