

Preparing Your Job Application Resume

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With your Application Letter this is the key document in job search. It is the document in which you provide evidence that you are the person they are looking for to fill the advertised position.

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It is your marketing tool, and it has to be mistake free.

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You should prepare a **Master Resume** which covers all the important information about you as an entry level job seeker in your professional area. You should update your resume regularly – that is, whenever you finish a job or complete a training course.

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You should edit your Master Resume to create a new Resume tailored for each job you apply for. Every job is different and every company is different, so you should create a new Resume for each job you apply for. This may sound like a lot of work, but if very carefully select the right jobs to apply for (those which suit your educational and employment records, your career objectives, your professional knowledge and skills and your personal profile) you will have a much higher chance of getting an interview and job if you prepare a new Application Letter and Resume for each position.

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In other words, if you limit your applications to the positions you think you have a very good chance of getting, and if you prepare a high quality professional Application Letter and Resume, your job search will be much more successful.

You will be asked to Prepare a draft Resume for the job you selected in Week 7 (and for which you prepared an Application Letter) and submit it to the teacher in Week 9. In Week 10 these draft resumes will be analysed in class to help you prepare a higher quality professional Resume for your selected position.

What to include in your resume

- **Contact details**
 - name
 - address
 - phone &/or mobile number
 - contact email
 - don't include personal details such as your date of birth, marital status and gender.
- **Career Objectives statement** tailored to the job you are applying for.

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- **Professional Knowledge and Skills**
 - look at the details and selection criteria for the job
 - identify the knowledge and skills required for the position and then list yours and perhaps provide brief examples
 - if relevant, include information about your proficiency as either 'basic', 'intermediate' or 'advanced'.
 - Remember, be honest as the employer will expect you to perform at the level you have indicated in your resume.
- **Personal Qualities**
 - look at the details and selection criteria for the job
 - identify the personal qualities required for the position and then list yours (remember to have prepared examples demonstrating your qualities).
- **Education and Training qualifications**
 - all relevant education and training qualifications should be listed in this section
 - provide details of the Qualification, the Institution where you studied, and the date completed
 - provide details in reverse order with the most recent listed first
 - provide a brief summary paragraph after each entry stating what your major subjects/ areas of study and achievements were
- **Employment history**
 - include all relevant work history, including volunteering and work experience
 - provide details on the position or job title, name of your employer, the period of employment in reverse order, with the most recent listed first
 - provide a brief summary paragraph after each entry stating and your responsibilities and key achievements
 - relate these to the job selection criteria
- **Special achievements (optional):**
 - use this section to highlight your special achievements
 - special achievements can be a work goal, community work, volunteering or a sporting achievement
- **Referees**
 - Indicate that names and contact details of referees will be provided upon request.

Sample Resume

Remember the most important things when writing your Resume are to make sure that they are: relevant to the job you are applying for; honest and accurate; mistake free; and points do not contradict each other.

RESUME

Name, Address and Contacts.
Make sure that the Email address is professional.
'Mobile' NOT 'Cell' phone

Relate this to the duties and requirements listed for the job you are applying for.

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Make sure you put your professional knowledge and skills, and personal qualities under the correct headings.

Dairy Maid

19 Cowsrush Street,
HORSESRUN, NSW 2975

Email: horsesrunhome@bigpond.com

Phone/Mobile: 0123 456 789

Career objectives

To secure an entry level assistant accountant position where I can apply my skills and knowledge acquired through degree, gain further knowledge, skills and experience and pursue a career as an accountant. To work in and contribute to and grown in a professional work environment.

Professional Knowledge and Skills

Sound working knowledge of:

- accounts received and reconciliation;
- personal and company taxation law;
- MYOB

Excellent mathematical and finance skills.

Effective communication and organisational skills.

Personal Qualities

I am a friendly and reliable person who works well with other people and who likes to accept new challenges which will encourage me to learn and develop. I have a strong focus on achievement, work effectively under pressure, and assume responsibility for my work.

Do not start a new Heading or Paragraph at the bottom of a page. Do not let the last line of a paragraph run over to the next page.

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Present these in reverse order – the most recent first.

The Qualification first; then Institution and Year; then a brief statement about major subject areas.

Educational Qualifications

Professional Year Program

Education Centre of Australia 2009-2010

This year long program, run by ECA for the three major Accountancy professional organisations, provided an understanding of Australian business culture, improved my business communication skills, and provided a 220 hour internship.

Bachelors of Accounting

La Trobe University, Sydney 2008-2009

My studies included Financial Accounting, management Accounting and Finance, Taxation, Professional Practice, Information Systems for Accounting and Statistics.

Advanced Diploma of Accounting

Amtech Institute, Sydney 2007

Present these in reverse order – the most recent first.

The job title first; then Company and Year; then a brief statement about major responsibilities and achievements.

Employment History

Book Keeper

IGA Store DairyVille 2010 - present

Responsible for checking all invoices, deliveries, paying bills, banking, and balancing accounts.

Cashier and in charge of Self Service

Woolworths Cows Lane 2008-2009

Responsible for providing customer and staff advice, taking money at the close of business and balancing.

Service Cashier

Flavour of North India Delhi Road 2007

Responsible for customer service, packing food, counting and balancing money at the end of my shift.

Not necessary. Include only if it relates to the job in some way.

Interests

Learning new accounting concepts and mathematics, solving lengthy calculations, music, computing.

Make sure give referees' details of the job, your cover letter and Resume before you apply, and notify referees before you go to an interview.

Referees

The names and contact details of Referees will be provided on request.

Do a final check to make sure that there are NO spelling or grammar mistakes, and that the layout is consistent (same fonts, same bullet shapes, same indents, etc.)

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