

THE RESUME...

SO WHAT IS A RESUME?

A resume is your marketing tool. It is used to list all of your skills, attributes and experiences. It is given to potential employers as a starting point to determine if you are the right person for the job. Remember, creating an excellent first impression is crucial!

YOUR RESUME SHOULD INCLUDE:

- Contact Details (including name, address, phone number and email address)
- Employment details - List any current and previous employment details including job title, your employer and major responsibilities within that role.
- Skills and attributes - This is where you list all of your strengths, skills and attributes (an attribute is a descriptive word that describes what type of person you are. eg organised, works well in groups, ethical etc)
- Referee's - You should include the details of at least 2 referees - one personal and one professional.

KEY TIPS:

- Make sure your layout is clear and easy to read. (headings highlighted in Bold, use a clear font and print on white paper)
- If you don't have a professional referee, you could always ask one of your teachers!
- Make sure you proof read your resume (or better still, have another person proof read it too!) Never attach original certificates to any job application - Always attach copies.