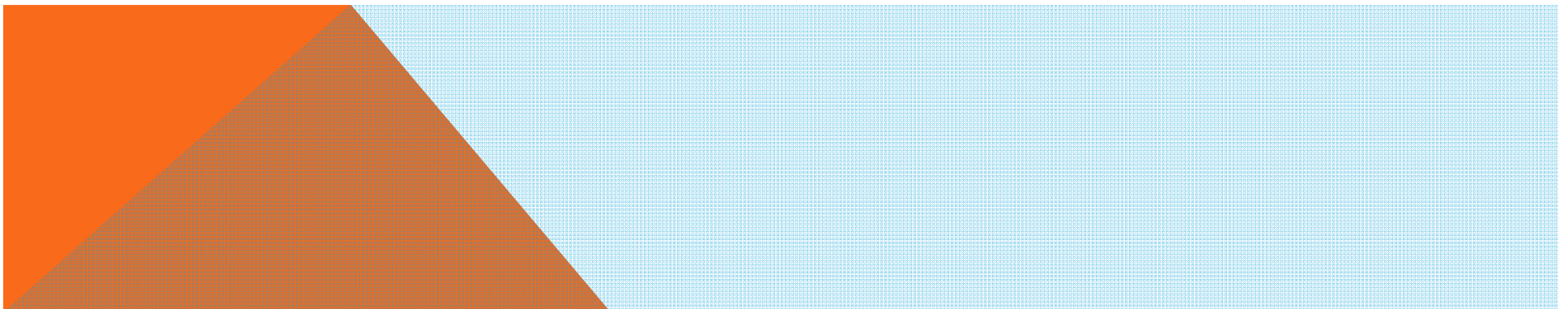
The graphic features a white diagonal band across a background of orange and blue geometric shapes. The orange shapes are a triangle on the left and a trapezoid at the bottom. The blue area is a large trapezoid on the right, filled with a fine grid pattern. The text is centered on the white band.

# RESUME TIPS

FOR STUDENTS PUTTING TOGETHER THEIR FIRST RESUME

# FIRST STEP: LAYOUT

- ❑ It is important to know how you will present your information.
- ❑ Although it might seem more logical to figure out what you will write, it will probably work out easier if you get a template and that way you can add and edit information as you progress.
- ❑ The next slide will show an example of a resume format that will be seen as professional and acceptable when applying for jobs within Australia.



NAME OF BUSINESS  
ADDRESS OF BUSINESS  
SUBURB AND POSTCODE

YOUR NAME  
YOUR ADDRESS  
YOUR SUBURB AND POSTCODE

- ~ This will need to be on your cover letter, and some people use it as an optional header on their resume pages as well. This is at your discretion.
- ~ If you know the name of the person you are applying to, put that in too.

Name: Your Name

Contact number: Your mobile number or home number.

Email: Your email address.

- ~ This section is your contact details. The headings are all in bold to make sure they stand out.
- ~ If you have a preferred name, put that under your full name.
- ~ Make sure you put in the phone number you are most likely to be reached on. A mobile is preferable, as you will be in control of how it is answered.
- ~ Make sure your email address is appropriate for a job interview.

Education: High School Name  
Year enrolled- present. (or year graduated if you have finished)

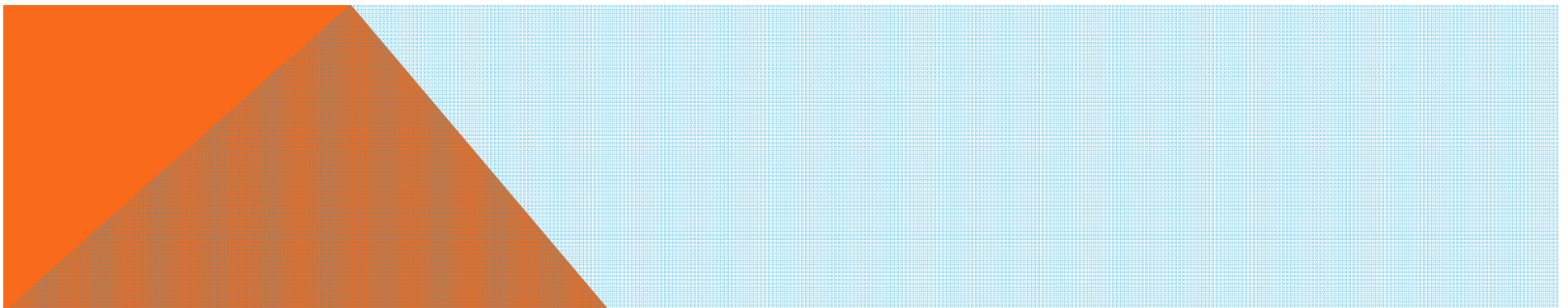
Primary School Name  
Year enrolled – year graduated.

2011 Year 10:

- ~ List of all subjects studied this year.
- ~ If you have graduated school then include your your final year.

- ~ As you are still studying, including your school is important. This allows employers to know your current level of education.
- ~ When you are older, you will remove your primary school and add in any additional study/courses.
- ~ Always start with your most recent education/skill set.

- ~ This is another optional extra.
- ~ By telling them the subjects you are studying- you are giving an indication of your skills and your interests.
- ~ If you don't think this will benefit your resume, don't include it.



### Work Experience:

- ~ List your most recent work experience...
- ~ Going chronologically through...
- ~ Until you have listed every work experience you have.

- ~ This can be the hardest section for someone who is still in school.
- ~ If you have done any volunteer work: that can be included.
- ~ If you have done any community care/organised volunteering through school: that can be included.
- ~ If you have completed your work experience week at school: include it.
- ~ If you coach any sport teams, or tutor children: that can be included.
- ~ If you have done any part time work before: add it on.
- ~ If you haven't done any of these things, then don't include this section.

### Additional Courses/Awards/Certificates:

- ~ Again list your most recent...
- ~ All the way through anything that might count...
- ~ Until every course/award/certificate you have ever completed/received is listed.

- ~ Another tricky area to fill...but be generous!
- ~ Did you get a credit in the National Maths competition: include it.
- ~ Have you done a VET course: add it in.
- ~ When you are in school you have to be generous and add in anything you think will make you stand out and look good.

### School Activities:

- ~ Exactly like the previous two.
- ~ Fill this in chronologically and be generous!

- ~ Here is where you can really show the sort of person you are.
- ~ List every sport you have played, each year you participated and what division you played.
- ~ Are you in any school bands? List them.
- ~ Have you been involved in a drama production or an art show? That goes here.
- ~ If you have been involved in any clubs or societies list them.
- ~ If you were an SRC/school captain - that goes in.

### Community Activities:

- ~ Not a section that needs to be included- but if you have done anything for the community that doesn't come under 'Work Experience' or fit into another section: add it in here.



# 5 YEAR RULE!

- “ You’re in High School- no one expects a 10 page thesis as your resume. If you are thinking of what details to add in- think 5!
- “ By only including things you have achieved in the previous five years- you will keep your resume current and concise.
- “ Remember: you want the person reading your resume to take in every detail. But if it’s too cluttered with irrelevant details, they might stop reading or miss something that is important.
- “ If you can keep your resume to five years, and about one page, then even the busiest recruiter will find the time to read through all your strong points.
- “ They will be reading a lot of resume’s so it is smart to make sure you cater for the inevitable skimming that will occur.
- “ So keep it simple: FIVE YEARS! ONE PAGE!



# SO WHAT WILL IT LOOK LIKE?

Name: Emma SOMEBODY

Mobile: 0400 000 999

Email Address: emma\_somebody@hotmail.com ↔

Notice that the email address is job appropriate.

Education: South Australian School  
2009- present.

2011 Year 10:  
Maths PLP  
English Music  
Biology  
Drama  
Modern History



You may want to re-order the subjects for different jobs. If you are applying to work in a music shop, you could list music as your first subject.

Work Experience:

- ~ 2011: 1 week Parade Norwood Vet – Work Experience.
- ~ 2010: Abigail Aged Care for one afternoon a week for 5 weeks- general work. (Community Care- School volunteer programme)
- ~ 2010: Victoria Park Child Care Centre for one afternoon a week for 5 weeks- mainly cleaning work. (Community Care)
- ~ 2010: Marryatville Primary for one afternoon a week for 5 weeks- working with children in different classes and environments. (Community Care)

Additional COURSES, AWARDS and CERTIFICATES:

- ~ 2011 Credit Certificate, National English Competition
- ~ 2010 Distinction Certificate, National English Competition
- ~ 2010 Service Award to South Australian School
- ~ 2010 International Schools Theatre Arts Festival

School Activities

- ~ 2011 Year 10 Drama Production cast and crew.
- ~ 2010 Year 9 Drama Production cast and crew.
- ~ 2010 Debating Middle School B
- ~ 2010/2011 Coach Junior School Girls Soccer
- ~ 2010 Middle School Girls Soccer B
- ~ 2010 Middle School Girls Hockey B Squad
- ~ 2010 Crewmember Year 12 production.
- ~ 2010 drama forum opening, performer.
- ~ 2008 Year 7 SRC President

Community Activities

- ~ 2011 St Johns BELS First Aid course completed.
- ~ 2009 Fringe Volunteer

There is no reason why this shouldn't fit onto one page.

If you have completed a lot of co-curricular activities you might go over onto another page.

If you are over one and a half pages, have a friend or parent look at it for you. You may be including too much information.

Keep your font around size twelve, and make sure it is easy to read.





**HANG ON THOUGH....YOU'RE  
NOT DONE!**

**NO RESUME IS COMPLETE WITHOUT A COVER LETTER**

# KEEP IT BRIEF BUT JOB SPECIFIC

- ❑ The cover letter is your way of addressing the interviewer directly and personally.
- ❑ Every time you apply for a job, even the most basic of part time jobs, you should have a cover letter to accompany your resume.
- ❑ Your cover letter will respond directly to the advertised position, letting the employer know that you have taken the time to specifically apply for their job.
- ❑ A cover letter should also help highlight aspects about your personality and work ethic that might not be completely obvious when just reading your resume.
- ❑ Between your cover letter and your resume, you should be confident that you have shown everything that your potential employer would take into consideration.
- ❑ Remember- the cover letter will be the first thing the employer reads. So it is a very important part of your application.



NAME OF BUSINESS  
ADDRESS OF BUSINESS  
SUBURB AND POSTCODE

YOUR NAME  
YOUR ADDRESS  
YOUR SUBURB AND POSTCODE

Today's Date

Another way of showing you are specifically interested in their position- this isn't just a copy of a resume you used last week!

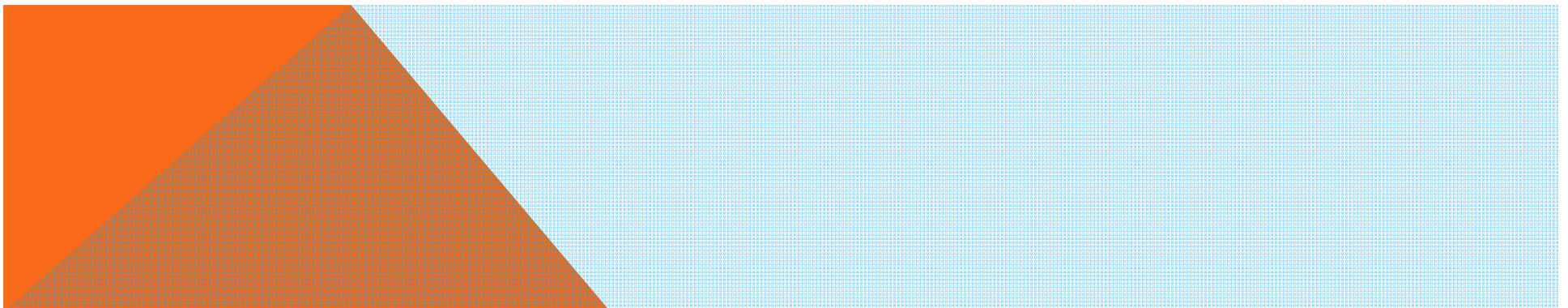
Dear XXXXXXXX

Introduction - Explain why you're writing; why did the role catch your eye, and why are you interested in a new position. Be clear and concise about what attracted you.

- “ More important than on your resume, include this header on your cover letter.
- “ That way employers will know how to contact you, even if they don't read your resume properly.
- “ It also means that straight away, the person reading your cover letter knows who you are- and knows you have written this specifically for their business.
- “ Some people include their phone number and email here too, which is also a good idea.

- “ Always address the person by name if possible, rather than "Dear Sir/Madam"
- “ Sometimes you won't know the name, but if you can find out- it will always look better.
- “ It shows you are directly interested in talking to them.
- “ "To whom it may concern" and "Dear Sir/Madam" should only be used when you don't have any other option.
- “ But if you really can't find out who you need to address the letter to- don't worry. Sometimes employers won't give out this detail intentionally.

- “ Even though it is no more than one or two sentences, the introduction needs to do a lot!
- “ Introduce yourself and make sure you reference what position you are applying for (some companies may advertise multiple positions at once- you want to make sure you are considered for the right job!)
- “ Reference where you saw the advertised position.

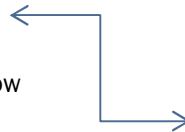


Body - Explain what you have to offer the employer. Show that you've truly read the role advertisement by drawing specific parallels between the requirements listed, and your own proven abilities.



- ~ Don't repeat your resume parrot-fashion.
- ~ Present relevant pieces of it that you wish to highlight, and illustrate their relevance to the position in question.
- ~ Ensure that you are supporting your statements with specific examples of achievements if possible, but keep the text reader-friendly.
- ~ So try to break up the important bits into paragraphs. If you think your communication skills and your organisation skills are both important- mention them in separate paragraphs.
- ~ It will make it easy to read and highlight them as two separate yet equally important skills.

Conclusion - Provide the practical information that the prospective employer/agent will need to know. Thank the recipient for their attention, and specify if you intend to follow up.

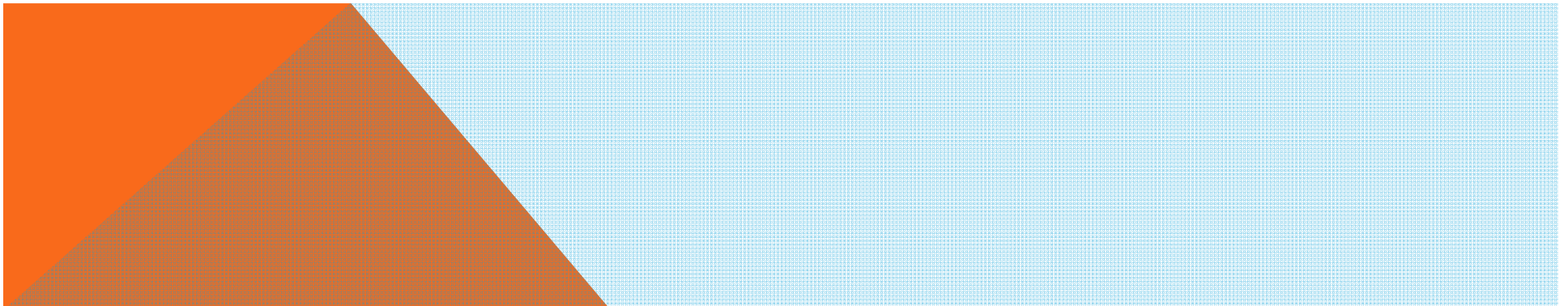


- ~ It may be important to include your notice period (if you already have another job that you would need to leave before commencing a new one)
- ~ When you would be available for an interview (e.g. weekends and after school)
- ~ What days and times you are available to work.

Closing and signature



Most traditionally:  
Yours Sincerely,  
*Sign in the middle*  
Printed Name Here



## SO IF THE JOB ADVERT SAID THIS...

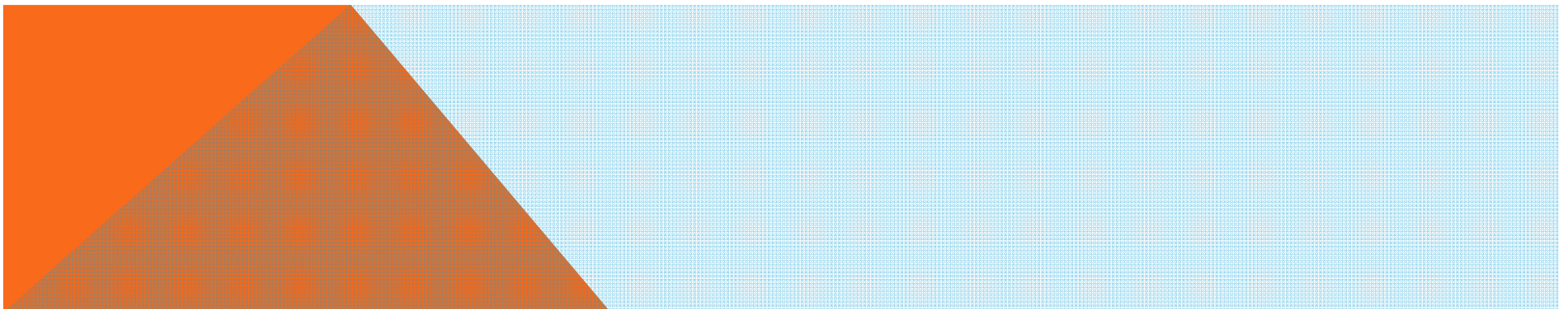
### ★ ARE YOU PASSIONATE ABOUT ★ CHOCOLATE?

Yum-Yum Chocolates are looking for a passionate chocolate lover to work weekends and Thursday nights.

The right person will be friendly, confident and have the ability to help our customers make the right choices with chocolate. Training will be provided.

Hours would be approximately 10-15 per week.

Please hand in applications, addressed to Mike Duffy,  
by December 12<sup>th</sup>.



Responding with the managers name makes your letter personal.

08.12.2011

Dear Mike Duffy,

My name is Emma Somebody and I am writing in response to the advert you posted for a casual shop assistant at Yum-Yum Chocolate, in the Careerone section of the Advertiser on Saturday the 7<sup>th</sup> of December. As a lover of chocolate and someone whose school timetable could be easily adapted to your working hours, I believe I would be perfect for your position.

I am a year ten student at South Australian School and am looking to start my first casual job. I have always studied drama, and I think that the social skills I have learned would help me be a confident salesperson. Since I love chocolate so much, I don't think I would have any trouble selling it to other people.

I participate in a lot of co-curricular sports, and they have taught me how to work well in a team. I like the friendly atmosphere and enjoy the slight competitiveness. I definitely play for fun though!

Although I do play in two school sport teams, and coach another, they all take place either early Saturday morning, or during the week. I do not think they will impact my work availability. I would be available for an interview after school (except Tuesdays and Wednesdays) or on the weekend. They are also the days I am available to work.

I look forward to hearing from you.

Yours Sincerely,

Once you have printed it, sign your name here.

Emma Somebody.

Emma Somebody  
20 Somewhere Road  
ADELAIDE SA 5000  
0400 000 999  
[emma\\_somebody@hotmail.com](mailto:emma_somebody@hotmail.com)

No matter how much attention your employer pays to your resume, they have all your contact details here. You won't be easy to forget.

Your first paragraph should introduce you and also answer the advert. Mike Duffy might have several job adverts at once, let him know which one you want! In this very first contact, let him know you want the position.

Here you are responding directly to the advert: you are confident! That's a skill that was required.

You have been a bit sneaky here, you have not only said you are fun (another skill required in the advert) but mentioned you work well in a team. As there will be other staff you will be working with, it would be correct to assume this is advantageous.

Finally, you have let the employer know your availability. It matches what was in the advert- which shows you would be good for the job. Even if the days/times aren't listed in the advert: telling the employer your availability is a good idea. There is no point going for an interview if the position ends up being a Monday through Friday 9-5, while you are still in school.

...THEN YOUR  
LETTER SHOULD  
LOOK LIKE THIS.

# BUT WHAT IF YOU ARE APPLYING FOR SEVERAL JOBS?

- ❖ Although it might seem EASIER to just make a generic cover letter that can be attached to any job you are applying for DON'T DO IT!
- ❖ If you are responding directly to an advert in the paper, you MUST make the cover letter a direct response.
- ❖ Are you planning on going on a job canvas? Walking through the local shopping centre applying at random?
  - ❖ Make two different generic cover letters:
    1. Have one that you think would work well in a food business
    2. Have one that would work well in a retail shop
  - ❖ That way the employers will at least see that you are interested in their field, and that you have highlighted skills specific to their industry. Even if you haven't been specific to their store, you have been specific to their job.



## YOU ARE READY TO GO!

- “ If you are confident with your resume and cover letter- than nothing should hold you back.
- “ Whenever you apply for a new position- remember to update your letter and make sure your resume is up to date too!
- “ If you complete any additional courses and training, add them to your resume. That way when it comes to applying for a new job- the information is already there!
- “ Each year, make sure you update your resume so it stays within the five year period.



Your resume is ready to go, the cover letter has been tailored for the job. But do you know how to survive an interview? Check out our handy 'Interview tips' slide.

Still not sure of how to find a job? Look at our 'Finding a job and getting an interview!' slide for information on how to find your ideal job.