



Resume Builder – Template

Personal Details

You don't have to list your age, marital status or nationality. It is actually illegal for employers to ask for any of this and it may unfairly discriminate against you if you include it.

Make sure you include:

- Your Name
- Your Street Address, Suburb, State, Postcode
- Telephone/Mobile/Email address for contact

Career Objective/Career Highlight

This could be a brief statement about your goals that you want to achieve – or a broad statement about your career goals. If possible make this specific to the job you are applying for.

Education

List your most recent qualification first. If your grades are really poor – focus on the subjects you studied and omit the actual results from your resume.

Work Experience/Employment History

You can list any part-time/casual roles that you may have held during school or even list the types of work experience you may have completed during your schooling. This area could also include any volunteering roles that you may have been involved in. A good layout or inclusions for listing Employment/Work Experience history could be:

- Name of Company – Position held
- Dates from/to you held the position
- Include if it is work experience or not
- Responsibilities – use a bulleted list to outline what types of activities you undertook during your role at the company
- Achievements – outline any achievements you think you made during the position at this company

Skills & Competencies

You can use this section to list any skills/competencies that you believe are relevant to the role. Use bullet points for consistency.

Personal Interests/Activities

You can list some personal interest here. Some things you might include. Do you volunteer at any charities? Do you belong to community groups/organisations? You could add any sporting teams, music or any hobbies. If you have any personal interests that demonstrate skills relating to the job you could reference them here as well.

Referees

You can add details of referees here. You should always check that referees are happy to be placed on your resume. It is also a good idea to let them know when they may be contacted – this will mean that they are aware of the job you are applying for & can even tailor responses for you.