

JOB SEEKING PROCESS

Develop a Resume

What is a resume?

A resume is a short summary of your contact details, education, training and employment history, school and community participation and referees.

It is also called a CV

Why do I need a resume?

You give your resume to an employer when you want to get a job at their business

What happens once an employer has my resume?

Developing a good resume will increase your chances of going on to the next stage of the job seeking process, which is the interview. Once the employer has your resume, they will decide whether or not to call you in for an interview based on what you have written in your resume.

So, my resume has to be good...

It has to be exceptional, as you will be competing against many potential employees going for the same job- in some cases, employers will receive over 100 applications for the one job! Your resume has to stand out from the crowd to ensure you get to the interview stage. This unit of work will assist you to write an exceptional resume

THE JOB SEEKING PROCESS

1. An employer advertises a job (i.e., in the paper, on the internet or in a store window)
2. You contact the employer and ask for the selection criteria, job description and how to apply
3. You research the company to find out more about the business
4. You write an application letter addressing the selection criteria
- 5. You send the application letter and your resume/ CV to the employer**
6. If they decide to interview you, they will contact you to set up a time. If they don't want to interview you, you may receive a letter advising you of this
7. You attend an interview
8. If the employer wants to hire you, they will make you an employment offer. If they don't, you may receive a letter or phone call advising you of this
9. You decide if you want to take the job or not and let the employer know either way
10. You will sign an employment contract, fill out a tax form and superannuation form
11. You begin your job!

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The following tips are based on Australian research undertaken by Bright and Associates on how to write successful resumes

- Size** Keep your resume no more than 2 – 3 pages in length. Don't have a cover sheet with just your name and the word resume on it- this is a waste of paper and is unnecessary.
- Font** Nothing Fancy. Tahoma, Courier or Arial 11 are acceptable. Research shows that employers do not like wacky fonts or clip art.
- Paper** Never use coloured paper. Research shows that employers prefer good quality white paper. Don't fold your completed resume when you give it to an employer. Use an A4 sized envelope. If you need to post your resume, put a piece of cardboard in the envelope. Don't use both sides of the paper when printing.
- Photo** Never attach a photo unless an employer requests it. It is human nature to judge people based on their appearance. Don't leave yourself open to this. Let your resume sell you based on your achievements.
- Headings** Don't underline them. It looks messy.
- Spelling** Check. Double check. Check it again. Ask your parents and a teacher to look over your resume for you. Your chances of being short listed for an interview are reduced by up to 50% if you have even one spelling mistake!
- Formatting** Make sure your sentences line up when you are using indents and bullets. If your resume looks neat, it will tell the employer that you are organized and meticulous. Your lines should be single spaced.

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Now, let break down the resume section by section. There are nine sections to a resume-

Your personal details, Career Objective, Personal Attributes, Education, Accredited Training, Work History, School Participation, Community Participation and Referees.

SECTION 1: YOUR PERSONAL DETAILS

John Smith

Street Address
Town, State, Postcode
DOB

Home Phone
Mobile
Email Address

Notes

Name: Your name should be in font size 16. Don't include your middle name

Street Address: You can use your mailing address or street address

Phone: Make sure your phone voice message is appropriate.

Email Address: Make sure your email address is appropriate. Employers don't want to see offensive words, or things like sxc_babe or luv_2_party. Make a new one with your full name that you just use for job seeking. Don't put your email on your resume unless you are prepared to check it everyday.

Other: Don't put in information about your religion or who your parents are. This is not relevant to an employer. Don't put the words 'resume' or 'confidential' into the title- the employer knows this.

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SECTION 2: CAREER OBJECTIVE

A career objective is a short statement telling the employer what you want in a job. It is up to you if you want to add this in or not. Research suggests that employers prefer you add this section, as they can grasp your suitability for a job quickly.

You may want to write something like

I am looking for a casual or part time job in a customer focussed position where I can develop my employability skills.

You will need to change this section for each job you are going for. You wouldn't state that you are looking for a hair dressing apprenticeship if you are applying for a job at KFC.

SECTION 3: PERSONAL ATTRIBUTES

Use 'competency statements' to tell the employer about your personal attributes. They will tell an employer quickly whether you will 'fit' with the competencies you will need for the job they are advertising.

An employer would rather hire someone who has strong personal qualities and limited work experience than someone who has work experience and poor personal skills.

In fact, research shows that you are up to 30% more likely to be shortlisted for an interview if you include at least two competency statements on your resume. Add in at least three.

Look over the page for examples of competency statements

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Examples of competency statements

- **Team Worker:** I like being part of a team, working together, supporting each other and learning new ideas. I have learnt to be an effective team player through participation in team sports at school and in the community and through my role as customer service officer at Safeway Wodonga.
- **Leadership:** I have developed leadership skills through my role as Yr 9 representative on the Student Representative Council and Yr 8 School Cricket Captain. I enjoy mentoring others and have developed these skills through assisting younger players in the Emerging Blues Cricket Program.
- **Responsible:** I am a trustworthy person who accepts a task and completes it to the best of my ability. I can be relied upon to act with maturity and to be able to work with a minimum of supervision. Family friends have trusted me to be responsible when babysitting their children.
- **Organisational skills:** As a person who is involved in many different activities, I have developed excellent organisational skills to ensure that I plan my time effectively. This enables me to achieve maximum output in minimum time, as well as handle a number of activities simultaneously.
- **Communication skills:** My diverse range of experiences at school, work and in extracurricular activities has enabled me to acquire strong verbal and written communication skills. I have also had opportunities through sports mentoring and leadership to develop strong interpersonal skills.

SECTION 4: EDUCATION

Employers aren't interested in where you went to Primary School or in previous secondary schools. Just give the most up to date information- your current school, year level and subjects

2010: Year 9, Catholic College Wodonga, Vic

- Mathematics, English, Studies of Society and Environment, Science, Religion, Physical Education, Career Development Studies, Vocational Education

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SECTION 5: ACCREDITED TRAINING

You list here any accredited training you have done like First Aid, Bronze Medallion, White Card, Scouts or Cadets accredited training and VET subjects at school.

2010: Catholic College Wodonga

- Safe @ Work Online, Occupational Health and Safety- General and Office Administration modules
- Certificate II in Business Administration, Statement of Attainment

2010: St John's Ambulance

- First Aid Certificate- Level 1
-

SECTION 6: WORK HISTORY

Employment includes paid and unpaid work. Here are some examples

2010 – Current: Customer Service Assistant, Safeway Wodonga, Vic

- I have been employed at Safeway in the Delicatessen Department for approximately three months. My duties included safe food handling, customer service, handling customer enquiries, operating machinery including the meat slicer and rotisserie, marketing of products, measuring products and cleaning

2010: Community Volunteering, Gayview Drive Preschool, Wodonga, Vic

- I have participated in the year 9 Community Service Program, where I volunteered my time to work at the Silva Drive Child Preschool in Wodonga.

Ongoing: Home Duties, Wodonga, Vic

- I have developed many work skills at home. My chores include feeding pets, sweeping, washing the dishes, cleaning the family car, and cleaning my room.

Ongoing: Babysitting, Family and Friends, Wodonga, Vic

- I undertake babysitting duties at home with my younger siblings and also for family friends. My duties include caring for children of various ages, feeding, putting to bed, engaging in play, cooking and cleaning.

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SECTION 7: SCHOOL PARTICIPATION/ ACHIEVEMENTS

Listing your school involvements will tell an employer that you are motivated to get involved in extra curricular activities at school. This shows you have initiative and drive and can get along well with others. Show off in this section, especially if you don't have a lot of work experience to list

Below are some examples

2005 – Current: Catholic College Wodonga, VIC

- **Leadership-** I was the Egan House Sports captain in years 7 and 8. My duties involved assisting with organising sporting events, motivating and mentoring younger students, organising students at competitions and public speaking.
- I was elected to be the yr 8 Student Representative Council member in 2009. I represented the voice of the yr 8 student body at each council meeting and worked closely with the Staff Leadership team to make improvements to the school.
- **Academic:** I have received numerous achievement and improvement awards for subjects such as English and Mathematics.
- **Sports:** I have participated in interschool competitions with the schools basketball and football teams. I have competed in the annual athletics, swimming and cross-country carnivals, winning numerous awards.
- **Charity:** I have volunteered my time to raise money for local and international charities through school fundraising events such as Cancer Council, Daffodil Day and Caritas K.

SECTION 8: COMMUNITY PARTICIPATION

You should add any community involvements to this section- these could include involvement in a Church Youth Group, music lessons, Scouts/ Guides, CFA, Cadets, volunteering etc

- **Sport:** I have undertaken training and competitions in the Wodonga Raiders Football Club, Wodonga Leisure Centre Basketball and the Wodonga Tennis Club. I won the Tennis finals in 2009 at the Wodonga Tennis Club and I received the Wodonga Raiders Football Club best and fairest award for the under 14 age group.
- **Community Service:** I volunteer my time each year to participate in the annual Red Shield Door Knock Appeal

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SECTION 9: REFEREES

Notes: Employers generally don't want written references. They prefer to ring people to ask about your personal character and your strengths.

Make sure you ask the people you choose if they are happy to be your referees before adding them to your resume.

Don't put down two teachers- employers want to know about your character and behaviour at school and also outside of school. Don't put down any family members unless you have worked for them.

Teachers name

What they teach
Catholic College Wodonga
Wodonga, Vic, 3690
02 6043 5500

Add in another referee here- this could be another teacher, a sports coach, employer, family friend, someone you have volunteered to help out, music teacher etc