



Your resume creates the first impression that your potential employer will have of you, so it is important that it hits the mark!



**How long
should my
resume be?**

There is no hard and fast rule on how long your resume should be. If you have lots of experience, your resume may be closer to 3-4 pages long. If you have less experience, your resume may only be 1-2 pages. Either way, you want your resume to be easy to read (not too crowded) and you want it to only contain information that is relevant to the job you are applying for.



**How should
I format my
resume?**

There are two rules to remember when formatting your resume.

1. Make sure it looks professional
2. Make sure it is clear and easy to read

Using colour, different fonts, graphics and different ordering for your headings is completely acceptable, as long as your resume remains professional and clear.



**What should I
include in my
resume?**

At a minimum, you should always include your contact details, work experience, qualifications and references in your resume. What else you include in your resume will be dependent on the role you are applying for. Some other sections that you may wish to include are:

- ~ Hobbies
- ~ Key skills
- ~ Volunteer experience
- ~ Career objective
- ~ Extra-curricular activities

Tip:

Some job advertisements may specify specific sections that they would like you to include in your resume (such as volunteer experience or hobbies). Make sure you read the job advertisement carefully so that you meet these requirements.



**What
shouldn't I
include in
my resume?**

You should not include any information in your resume that is irrelevant to the role you are applying for. This includes your date of birth, personal photographs, marital status, religious beliefs and irrelevant courses you have completed.



**How do I
tailor my
resume?**

There are many ways that you can tailor your resume to the role you are applying for. Some common ways to do this are:

- ~ Mirror the language used in the job advertisement.
- ~ Format your resume using similar colours and designs to the organisation you are applying for.
- ~ Highlight the skills you have developed from your previous experience that are most relevant to the role. Mentioning the skills you have developed will stand out much more than the specific duties you completed in another role.
- ~ Include the company, industry or discipline in the content of your career objective.



**Anything else
to keep in mind
when writing
my resume?**

Make sure you proof read your resume before you submit it. A resume that contains spelling, layout or punctuation errors looks rushed and shows a lack of care. If possible, ask someone to check it for any spelling, layout or punctuation errors.