

## Hints for writing a successful résumé

If you are a young person looking for part-time work or a school leaver looking for a full-time job, the purpose of a résumé is to get you an interview for the job you are seeking. Your résumé is usually the first contact a potential employer has with you, so it is important to create a good impression. Make sure that you write your résumé to 'match the job'; that is, that you show a potential employer how your skills and experience will enable you to carry out the position you are seeking.

You will, of course, list any previous work experience you have had; this can include jobs like baby-sitting and paper runs. Also list any awards that you have won. You also need to cover your skills, strengths and attributes. These can include skills and experience gained through:

- Volunteer work
- Belonging to a sporting team or other community group such as a drama club or a band
- Extra curricular activities or hobbies

Under the heading **Key Skills**, list the competencies you have gained. For example:

- Working as an effective and cooperative team member
- Writing minutes of team meetings or correspondence on behalf of a community group
- Collecting money from ticket sales and ensuring that all money is accounted for

Demonstrating leadership and/or showing initiative:

- Leading a team e.g. sporting, debating, youth group
- Organising a fundraiser for a team or a good cause
- Coaching a team or a performance group – music, dance, drama
- Creating/producing/distributing publicity brochures for sporting or community events

### Further hints:

When including an **email address** with your contact details, make sure the address is suitable for an employer to see. Ideally, it should be linked to your name e.g. an initial and your family name; and no nicknames!

Use a **font** that is easy to read like 11 point Arial or Times New Roman. Bold headings to make them easier to read. If you like, use dot points, but only one type. Don't use colour.

Make sure you **check** your work and correct any spelling errors; do not rely on spell check for this!