



Australian Government

Department of Education,  
Science and Training

## Worksheet 2

# Writing a Resumé

---

An up-to-date resume is a very important tool in your job search. This activity gives you some tips on creating a resume.

### What is it?

A resume is a description of your education, paid employment, volunteer activities (including school activities), general interests and personal strengths. Each resume will be slightly different depending on whom it is written for and the style of resume that suits your needs (see page 2 for the different styles). It should be kept up to date.

Resumes can be submitted as paper copy or electronically.

### What to include

What you include in a resume depends on your individual career goals and the needs of the employer. A resume provides:

- initial information to an employer to get you an interview
- a summary of your work history, skills, achievements and experience
- information about how you perform in different work situations

- information about what you have accomplished.

A resume should answer the employer's question: 'How will I benefit from employing this person?'.

### What not to include

Don't say you have done something that you haven't.

- Don't include anything that relates to your personal life (except contact details).
- Don't include age, height, weight, marital status, number of children, condition of health, or religious or political beliefs (except where religion or political beliefs are important to the position).
- Don't include negative reasons for leaving previous employment such as 'asked to leave' (fired) or 'sick of travelling'.
- Don't focus on any barriers to getting a job.
- Don't make the resume too long.

However, before you start writing, collect all the resources you need.

---