Resume

Employers look at your resume and cover letter to decide whether to short-list you for a job. They often have a lot of applications to look through. Your resume should be professional, clear and tailored to the role.

Please note: This information is based on Australian resume conventions. If you are writing a resume for another country, check that country's conventions and RMIT's International student careers portal.

Planning your resume

Make sure your resume matches up with the education, skills, experience and characteristics the employer wants.

Content

Contact details

Include:

– your name in bold larger lettering
– address
– mobile and landline
– email address
– visa status*

*If you do not have citizenship or permanent residency, include the visa that you have and a brief sentence explaining your legal right to work in Australia.

Education

– Major education only: tertiary and VCE or equivalent. List most recent first.
– The years you did the qualification.
– Full qualification title.
– Institution you attended.
– Major/specialty.
– List any prizes or relevant projects.

Professional experience

This section gives the employer a snapshot of the key skills you have.

– Choose three or four of your skills that are relevant to the job.
– List these skills as sub-headings.
– Provide two examples where you used these skills – describe the Situation, the

Task, the Action you took and the Result (STAR).
- Include specifics (data, names, percentages, facts).
- Detail your experience in paid work, placements, industry projects and/or Work Integrated Learning (WIL).

Employment
- List employment history, starting with the most recent.
- List industry-related employment first under the heading Industry-Related Employment.
- List other employment under the heading Additional Employment
- Include months and years you worked.
- Job title, company name (not address).
- Job responsibilities: keep it brief, focus on achievements and avoid repetition.

Community involvement (optional)
- List any volunteer work/ community work you have done.
- Set out as per the employment section above.

Additional training
- List any further training or any relevant short courses
- List as per your Education section

Extra-curricular activities
These are activities that you are interested in outside of work and study:
- They tell the employer more about who you are.
- List three or four activities and provide brief details of each.

Referees
Referees are generally people who have worked with you, although you can include character referees such as teachers or a family friend in a related professional field.
Include:
- at least one Manager (in addition, you can include a co-worker and/or someone you have managed)
- two or three referees or the number requested in the job advertisement
- name, job title, company, telephone number and email address.

If you don't want to include referees on your initial application, you can state 'available on request'.

Layout (look of your resume)
- Remember, first impressions count.
- Typically only use two or three pages.
- Size 12 font, black only. Choose an easy to read font.
- No photograph (unless employer requests and it is appropriate).
- Key selling points are highly visible, e.g. Work Experience.
- White space between each section and in the margin.
- No page breaks in the middle of a major section.

Additional tips
- Do not use any abbreviations.
- Ask a Job Shop staff member to proof-read your resume.