



Resume Writing

Resume is one of the most important documents in the hiring process that summarises your qualifications, work experience and skills.

A well-written resume can set you apart from other candidates and increase your chances of being invited to an interview.

You can find some templates here: <https://au.hudson.com/insights/article/resume-examples>

Top tips

- Make your resume succinct, ideal length should be 2-3 pages long.
- In the personal information section, include:
 - Your name or Your preferred name (if relevant)
 - Home address
 - Email (use a professional email address)
 - LinkedIn profile
 - Mobile number
- Use the personal statement section to engage the reader by explaining how you can add value to their company. This part of your resume needs to be tailored and changed for each different company you apply for.
- The other main sections of your resume should include the following components:
 - Professional experience (including work achievements)
 - Education
 - Degree related projects/ Internship
 - Skills
 - Volunteering
 - Professional membership
 - Referees
- Keep your content in reverse chronological order under each heading, this means that whatever is more recent, comes first.
- Customise your resume for each job application.
- Be consistent in your writing and formatting. For instance, same font throughout the document and same font colour too.
- Remember that your Resume and Cover Letter will be read together by the employer, therefore it is vital that the font, colour used and formatting for both documents is as similar as possible.





Top tips to explain your experience and achievements

- You may not have had a paid position but this is how you can highlight what you have done.
- If you have done any volunteering work, you need to add a “Volunteer Work” section to your resume and then include, at least, 3 dot points about what you have done in that role.
- If you have had an internship or placement, create a section called “Placements” or “Internships” and then outline 4-5 bullet points of the tasks you performed in that role. Remember that, if this is your only experience, employers will use this to decide if you can do the job or not, so it is very important to include as much information as possible.
- If you have been working in an unrelated field to your degree, you will add “Employment History” and under this section have the role, company and 3-4 dot points.
- If you have been working in your profession, that’s when the section “Professional Experience” gets used.
- Under any of the above sections, there could be achievements, awards or recognition you have received. It is vital that you write about those, including dates, under each experience you have had.

Top tip to write about your experience and achievements

- In order to write about the tasks you perform in your current or past roles, you need to use the formula:
 - VERB + measurable what + standard
 - “Served up to 15 tables per shift efficiently”
 - “Scanned and coded 50 invoices per day without any errors”.
- If you are writing about your achievements, please follow as below:
 - “Awarded Student of the Month in July 2019 for being a team player and having 100% overall attendance.”
 - “Re-organised staff records’ filing cabinet which saved 8 staff hours a month.”
 - Achievements need to have saved time, money, increased overall customer experience but need to be measurable too. If you quantify your improvement, you need to be able to clearly explain it at an interview.

