

RESUME REFRESH

RESUME CHECKLIST

To ensure your resume is application-ready, work through the following checklist:

- Contact Details (email and phone number) are clearly presented at the top of your resume in the header section
- A brief personal summary (no more than a paragraph) outlining your experience is presented below your contact details
- A dot-point list of your transferable and job specific skills is presented below your personal summary
- A list of all formal education and professional development is presented below your list of skills. This should include the institution where you completed the training, the formal title of the course/training, and year(s) it was completed
- Each role is listed in reverse chronological order, i.e. most recent experience first
- Each role listed includes your position title, name of employer, dates of employment, and dot-point list of key duties and responsibilities
- Key duties and responsibilities outlined under each role have been revised to highlight your experience against the Key Selection Criteria for the position you wish to apply for
- A brief list of hobbies or personal interests is provided directly before the reference section. When providing your list of interests, please be mindful of what stereotypes or misconceptions they may carry e.g. 'hanging out with friends' may be interpreted by some employers as 'drinking with friends'.
- A reference section is included at the end of your resume.
- Your resume includes clear heading for each section, e.g. 'Work History'
- Your resume has been proof read for errors and mistakes by a trusted third party
- Your resume is saved in a universal file type such as PDF or Microsoft Word
- Your resume **does not** include a date of birth or photo

