

Writing a casual resumé

What is a resumé?

A resumé (sometime also called a 'Curriculum Vitae' or 'CV') is a summary of your skills, education and work experience. A good resumé demonstrates how your skills and abilities match up with the requirements of a job.

Top 5 tips for writing a casual resumé:

1. Keep your resumé brief – approximately 2 pages
2. List your education and work history in chronological order
3. Tailor your resumé to each position
4. Don't go into detail about your academic history
5. Ensure your resumé is formatted and looks professional

What to include:

Personal details

- First and last names
- Current address
- Mobile phone numbers (ensure your voicemail is professional)
- Email address (ensure your email address is professional)
- Residency status (optional)
- Availability

Don't include personal information such as your date of birth, sex or marital status.

Personal Statement

This section is optional and should be short, targeted statement that is specific to the job. No longer than 2-3 sentences.

Its aim is to highlight your professional attributes and goals, summarising why someone should consider your application.

Skills and qualities

List skills that are specific to the job (eg. teamwork, problem solving). List these in dot-point form and include a short summary/example for each.

Work History

- Period of work
- Job title
- Business name
- Key responsibilities (in dot points)
- Achievements (optional)

List all jobs chronologically in reverse-date order.

Voluntary and community work

- Period of work
- Title
- Business name

- Key responsibilities
- Achievements (optional)

Include participation in community organisations, clubs or sports associations.

Education and training

- Period of training
- Title
- Training provider

Also include one-off training that can make you stand out (eg. Manual handling, First Aid)

Interests and hobbies (optional)

Write a dot point summary of your personal interests

Referees

List two or three people who have seen what you are able to do in an employment or academic environment. Always try to use local referees where possible and always ask for permission before including them in your resumé.

- Name
- Job title
- Organisation Phone number
- Email address

Formatting and layout

- Use 10-12 point standard fonts (eg. Arial, Times New Roman)
- Write in plain business English (avoid abbreviations or slang)
- Use sub-headings and bulleted list to provide a snapshot of your skills
- Ensure there is plenty of white space between paragraphs
- Write in the third person (don't use "I", "me" or "my")
- Layout must be consistent throughout

Resumé checklist

1. Make sure there are no spelling mistakes or grammatical errors
2. Make sure you have tailored your resumé to the specific role and have mentioned all the relevant skills you have
3. Make sure the resumé is well laid out, easy to read and printed on clean, white paper in a standard font.
4. Make sure you've provided specific examples of your achievements and how you've used the skills you've mentioned.
5. Get feedback from the AUU Employment Services team