



## FORMATTING

- Keep your resumé brief. 1-2 pages should be sufficient for a graduate resumé, 2-3 pages for professionals with more experience.
- Use a standard font in size 10-12.
- Ensure text and formatting is consistent and easy to read.
- Always use reverse chronological order with the most relevant sections first. (eg: 'Education')

## STYLE

- Your name and contact details must be clearly visible at the top of the resumé.
- Write in the 1st person without personal reference.
- Use only one set of bullet points, and minimal use bold and italic fonts.

## CONTENT

- **Objective:** You may wish to have a career objective following your name and contact details to highlight the career you are seeking and indicate your strengths.
- **Key skills:** You may list any professional skills that you have and are relevant to the position you are applying for. Be prepared to provide specific examples of these if you have an interview.
- **Qualifications:** List your qualifications including any short courses relevant to the role you are seeking. You can include in this section your qualification, where you completed it, start and end dates, and any majors or special projects. All qualifications are listed in reverse chronological order.
- **Employment history:** List your employment history in reverse chronological order. Include your start and end dates, the organisation name, what position you held, and any particular responsibilities, skills or achievements you gained while in the role.
- **Hobbies:** Don't include personal hobbies unless they are relevant to the position you are applying for.
- **Other information:** You may wish to have a section on 'Volunteer Work', 'Awards', or 'Professional Certifications' for example. Keep these details brief and relevant. For instance, First Aid Training, or RSA Certificate may be relevant.
- **Referees:** It is important to have a couple of people who are willing to act as your referees and provide a reference if asked. These are usually former employees but may also be someone who could provide a character reference or vouch for your academic skills. Ensure you ask your referee's permission first and include their name, position, and a contact phone number.