



Planning

Think about the most important things you can describe your responsibilities, achievements, range of duties, range of situations (small business, large corporation, government department etc.) What skills did you learn? How did you contribute?

EMPLOYMENT HISTORY

Begin with most recent. Use bullet points to list your responsibilities and achievements for each role - tailor these to the position. Do not leave gaps in your resume. If you travelled or cared for a family member for 6 months list this.

REFEREES

Supervisor/Manager/Academic. Avoid personal referees. (Usually 2 to 3 people)

Optional Headings

Professional Development Tailor your resume to the job description requirements of the position.

Emphasise achievements to demonstrate your capacity. Be clear, concise and truthful.

Check page requirements if identified by the employer. Use a simple, professional layout with consistent font/bullets.

Use bullet points to list your placement and employment history and associated responsibilities and achievements. Check and check again for spelling and grammatical errors.

Check if **applicant tracking system software** is being used to short list resumes and modify layout if so. Online screening software can't read photos, clipart, tables, fancy fonts, borders.

See our information sheet on Applicant Tracking Software –

REFEREES

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Need more help? Go to www.jcu.edu.au/careers for more resources

Information Sheets: Eg. Action Verb List, Can a robot read your Resume?

Employability Edge: Master Written Applications module

Big Interview: combine training and practice to improve your interview techniques

Make an **appointment** with the Careers and Employability Team to get feedback on your application.

**DO NOT COPY – PLEASE USE TO
GENERATE YOUR OWN IDEAS**

NOTE: This information is intended to be used as a guide and to provide general information only. It is solely your responsibility to evaluate and check the accuracy of the information provided.