

# Resume Checklist

Your resume represents **YOU**. Therefore, it is your choice on how you wish to represent your skills, experience, and motivations. This checklist provides tips on aspects of your resume and is to be used as a general guide. Remember that there is no one way to write a resume. The key part is to ensure that you tailor your resume to the specific job or position that you are applying for. Always thoroughly read the specific requirements of the job advertisement, the position description, or industry standards.

<b>Presentation</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Leaves an overall positive impression; no negative words or phrases</li><li><input type="checkbox"/> 10-12 font size used</li><li><input type="checkbox"/> Clear headings used (use 2 sizes larger font than normal text and/or bold)</li><li><input type="checkbox"/> Sufficient white space is used to support navigation</li><li><input type="checkbox"/> Adequate margins included</li><li><input type="checkbox"/> Document is paginated so key sections are not spread across pages</li><li><input type="checkbox"/> A customised resume, not a general template, has been used</li></ul>
<b>Format</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> No gimmicks, such as coloured paper, clip art, or fancy borders</li><li><input type="checkbox"/> Consistent formatting (font size, justification, heading position)</li><li><input type="checkbox"/> Sub-headings are used effectively to highlight relevant points</li><li><input type="checkbox"/> Limited use of highlighting techniques, such as uppercase and underlining</li><li><input type="checkbox"/> Page numbers and your name are included in the footer</li></ul>
<b>Sequence</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Information is entered in reverse chronological order</li><li><input type="checkbox"/> Headings and the Skills section are ordered so most relevant information is presented first</li><li><input type="checkbox"/> All dates are correct (only include month and year)</li></ul>
<b>Length</b>	<p><i>Ideal length for types of resumes:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Graduate: 2-3 pages</li><li><input type="checkbox"/> Professional: 3-4 pages</li><li><input type="checkbox"/> Academic: 3-4 pages but may be longer, dependent on publications and research interests</li></ul>
<b>Language</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Combination of brief text and bullet points; no wordy paragraphs</li><li><input type="checkbox"/> Use of formal business language - clear, concise, and relevant</li><li><input type="checkbox"/> Correct spelling (Australian, not US), grammar and punctuation</li><li><input type="checkbox"/> Consistent tense</li><li><input type="checkbox"/> No jargon or unexplained abbreviations</li><li><input type="checkbox"/> No repetition of information (eg. an example is not used more than once)</li></ul>
<b>Detail</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Relevant keywords are used</li><li><input type="checkbox"/> Key position requirements are addressed by including relevant information</li><li><input type="checkbox"/> Content supports your claim to the position</li></ul>





<b>Name and Contact Information</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Your name is clearly displayed in the heading - large and bold</li><li><input type="checkbox"/> Do not include the terms 'resume' or 'Curriculum Vitae' in the heading</li><li><input type="checkbox"/> Subheadings for contact details are not used</li><li><input type="checkbox"/> Use a professional email address</li><li><input type="checkbox"/> If appropriate, include your LinkedIn profile URL</li><li><input type="checkbox"/> Do not list personal details such as gender, marital status, birth date, home address</li><li><input type="checkbox"/> Citizenship and Visa status only included if relevant to the selection criteria</li></ul>
<b>Career Objective or Career Summary</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Clear and concise, use brief, factual sentences; only 3-4 lines</li><li><input type="checkbox"/> Motivate the reader to want to learn more about you</li><li><input type="checkbox"/> Highlight 1-2 relevant competencies that you bring to the role</li><li><input type="checkbox"/> Tailor the statement to the role being applied for and the name of the organisation/employer is used</li><li><input type="checkbox"/> <u>Career Summary</u>: used if you have significant professional experience</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Degree (full title, include Majors) on first line</li><li><input type="checkbox"/> University name (full title) on second line</li><li><input type="checkbox"/> Include the year you graduated or the year you are due to graduate</li><li><input type="checkbox"/> Include other education achievements where relevant in reverse chronological order (eg. previous certifications or qualifications)</li><li><input type="checkbox"/> High School qualifications are not included</li><li><input type="checkbox"/> The heading 'Qualifications' is used if you have completed your studies</li></ul>
<b>Skills Summary</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> List 4-6 skills in priority order</li><li><input type="checkbox"/> Provide context and/or outcomes for each skills (eg. achievements and application)</li><li><input type="checkbox"/> Only use professional skills that are relevant to the role being applied for</li><li><input type="checkbox"/> Include relevant digital skills</li></ul>
<b>Employment</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Split into subheadings where relevant (eg. Relevant experience, Additional experience)</li><li><input type="checkbox"/> List key responsibilities commencing with an active verb; place in priority order as relevant to the role being applied for</li><li><input type="checkbox"/> List relevant key achievements attained in the role</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Relevant short courses and/or conferences attended</li><li><input type="checkbox"/> Include dates of all courses and/or conferences</li></ul>
<b>Professional Memberships</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Membership of relevant professional associations and your membership status</li><li><input type="checkbox"/> Highlight the level of engagement in each professional association, eg. Committee Member or involvement in event organisation</li></ul>
<b>Referees</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Adhered to advertised application requirements (eg. a set number of referees)</li><li><input type="checkbox"/> Ensure referees are current and able to provide comment on your work or study performances</li><li><input type="checkbox"/> List referee name, contact details, job title, organisation, and relationship to you</li><li><input type="checkbox"/> Ensure each referee has given their permission to be included on your resume</li></ul>



*Remember to submit your resume for a professional review from the Career Education Team.*





# Academic Resume:

## Additional Tips and Tricks

<b>Contact Details</b>	<input type="checkbox"/> If appropriate, in addition to a LinkedIn profile URL, include a link to other public online communities, such as ResearchGate
<b>Career Summary (optional)</b>	A Career Summary is used if you have significant professional experience. <input type="checkbox"/> Include academic achievements and research interests relevant to the role <input type="checkbox"/> Clearly articulates your point of difference
<b>Skills and Competencies</b>	<input type="checkbox"/> If there are (usually technical) skills or competencies that are directly relevant to the field of research or the research methodologies that are to be used in the research project or job role then include these here.
<b>Qualifications</b>	<input type="checkbox"/> Thesis topic and a short description (including thesis length and a short overview of research methodology) <input type="checkbox"/> Include Supervisor/s names and funding bodies <input type="checkbox"/> Grants & Awards subheading (optional) <input type="checkbox"/> Include any funding that has been awarded and the amount, who provided the funding, the role you played in securing it, and the date the award was bestowed
<b>Research Activities</b>	<input type="checkbox"/> Present these in reverse chronological order and specialist/technical expertise, such as statistical analysis tools and IT skills <input type="checkbox"/> Jargon to be used at a minimum <input type="checkbox"/> List conference attendance if invited to present, provide papers or posters
<b>Publications</b>	<input type="checkbox"/> A reverse chronological list of publications, including journal articles, books, chapters in books, reports and patents <input type="checkbox"/> If number of publications is significant then a full list may be provided in an appendix <input type="checkbox"/> All publications eligible for inclusion as a research publication are included <input type="checkbox"/> Publications can be grouped together by type of publication (eg. journal articles, conference proceedings, book chapters) <input type="checkbox"/> For each publication, a full publication reference in a referencing style appropriate to the discipline area is used <input type="checkbox"/> If published as part of a team, then list all authors and highlight your own name in the sequence <input type="checkbox"/> <u>Note:</u> <i>There may be specific requirements for different types of applications, such as HDR program admission, so ensure you adhere to these requirements.</i>
<b>Employment</b>	<input type="checkbox"/> Include Academic teaching experience, such as supervision, lecturing, tutoring and marking <input type="checkbox"/> Academic administrative roles are highlighted, such as course administration and committee work
<b>Professional Development</b>	<input type="checkbox"/> Include training relevant to academic tasks, such as teaching and learning qualifications or analytical tasks <input type="checkbox"/> Conference attendance
<b>Professional Memberships</b>	<input type="checkbox"/> Membership of learned societies and membership level
<b>Referees</b>	<input type="checkbox"/> Aim to include 1-2 referees who are specifically academic and can talk about your research

