

Career Education

Preparing Your Resume

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Resume Preparation

Tips & Tricks

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KNOW YOURSELF

Refer to the list of recommended tests to conduct a self-discovery activity to help clearly identify your:

- **Industry-Specific Skills (Technical Skills)**
- **Transferrable Skills**
- **Strengths**
- **Values**
- **Point of Difference**

DEMONSTRATE YOUR SKILLS

Anyone can say they have a skill. For each skill, strength and value you have identified about yourself, come up with a STAR example of how you demonstrate each one. Keep an inventory of your STAR examples in a separate document so you can use them when needed.

SKILL	<i>What skill are you demonstrating?</i>
SITUATION	<i>When you demonstrate this once, what was the context or circumstance?</i>
TASK	<i>What did you have to do?</i>
ACTION	<i>How did you do it?</i>
RESPONSE	<i>What was the outcome?</i>

2

3

HAVE A MASTER RESUME

Create a master **cover letter** and **resume template**, and create a tailored version for every job you apply for, using STAR examples from your inventory to demonstrate the skills each different employer is looking for.

Keep your templates **simple**. Textboxes, graphics and colourblocks can result in **Applicant Tracking Systems** automatically rejecting your submission.

FORMATTING MATTERS!

- Be consistent! Your font, sizing and bullet points should not change.
- Your headings should be clear and easy to navigate.
- Unless you're applying for a creative role, don't over-format your resume.
- Use first-person language. *E.g., I, me, my, us, we...*
- Use professional language. *E.g., Instead of "brought in", use "implemented".*
- Don't use flowery statements. Be authentic, honest, and to the point.

4

5

THE PURPLE SQUIRREL

The only candidate that can satisfy every criteria in a job advertisement is the "**Purple Squirrel**". That is, the perfect candidate does not exist. Don't think you aren't a great candidate just because you haven't met one or two criteria!

You can address the criteria you don't meet in your cover letter, and highlight how you're keen to learn these skills in the role.



So now what....?

Resume Preparation

Structuring Your Resume



Let's take a look at some standard resume headings!

Following a standard structure will help you to map out your master resume and ensure all the important details are included.

Remember...

There's no right or wrong heading names, you can personalise them to your industry.

Just be sure to put them in an order where the most relevant information is towards the top!

Standard Resume

Career Profile

A brief introduction of yourself, your strengths and goals, and what you can bring to a position.

Tertiary Education

A reverse-chronological list of your qualifications

Professional Membership

A list of current and previous professional membership affiliations, including membership level and number.

Employment History

A reverse-chronological list of your positions, including company name, timeframe of employment, duties and achievements.

Professional Skills

A tailored list of your 'transferable' skills with brief, real-life examples of how you demonstrate each one

References

A minimum of 2-3 professional references who can attest to your work ethic, including their company, contact details and relationship to you.

If your **employment history** is lengthy, consider separating it into two these two categories

Relevant Experience

Other Experience

In addition to your **Professional Skills**, consider highlighting your industry-specific skills with brief, real-life examples

Design Skills

Technical Skills

Nursing Skills

Programming Skills

Teaching Skills

These are some additional **optional** headings you can add to showcase relevant placement experiences, your additional qualifications, contribution to the community and outstanding achievements.

Placement History

Additional Training & Certifications

Volunteer History

Achievements & Awards

For **Research** positions, highlight your research-related achievements, contributions, and publication history

Research History

Publications

Resume Preparation

Unpacking the Job

Now let's unpack a real job advertisement located on Seek for a "People and Culture Graduate Advisor", so you can see how a resume might need to be tailored.



What are we looking for?

- 1 **The company** | Let's look up their achievements, mission and values so we can show them we've done our research, and align our resume with the direction they are going in
- 2 **The terminology they use** | We want to reflect this language in our tailored resume
- 3 **The key skills they are looking for** | We want to provide STAR examples of how we demonstrate each one
- 4 **The point of contact** | We want to address our cover letter to this person
- 5 **The application process** | We want to follow this process to the letter, or we might miss out

About the role:

Are you a recent Human Resources Graduate (or undergraduate) ready to start your career in HR?

Want to be part of a People & Culture team at an exciting time of growth and positive change, supporting employees across locations throughout SA?

This newly created entry-level position, based in our Barossa Valley office, is perfect if you want a career path to becoming an all-round HR generalist:

- Proactive talent searches, interviews & probation support
- Coordinate contracts, clearances, onboarding and offboarding
- Maintain confidential HR records in our HRIS
- Support employee engagement, reporting and analysis activities
- Contribute to streamlining processes, policies and procedures
- Manage the HR inbox, filter enquiries, provide first line HR advice
- Contribute to supporting a positive workplace culture

About You:

- Tertiary HR qualification, completed or in progress
- Tech savvy, with contemporary HR knowledge
- Innovative and positive personal style, excellent communication
- Want to learn from experienced HR professionals and work in a supportive team environment with travel opportunities across SA
- Strong organisational, time management & prioritisation skills

Apply via this link, not Seek -

<https://cobh.hiringplatformau.com/50054-people-culture-graduate-advisor/207407-application-form/en>

Closing Date: Applications are shortlisted as they come, so do not wait, apply today!

For more information, or a confidential chat, please contact:

Mandy Holloway, People & Culture Advisor on 0478 081417 or mholloway@cobh.org.au

Please note that employment with COBH is subject to relevant clearances and screenings including a National Police Check and requires full working rights in Australia. A full SA driving licence is preferred.

To learn more about Country & Outback Health and our team please visit: www.cobh.com.au

Resume Preparation

Resume Checklist



PRESENTATION

- ☐ Leaves an overall positive impression
- ☐ Headings stand out and are easy to find
- ☐ Sufficient 'white space' is left on the page for ease of reading
- ☐ "Goldilocks" sized margins on all sides (not too big, but not too small!)
- ☐ Resume has been tailored for the position

FORMAT

- ☐ Consistent font sizing and spacing
- ☐ Consistent heading style
- ☐ Headings support the industry you are applying for
- ☐ Limited use of underlining or unnecessary uppercases
- ☐ Footer with page number and your name

SEQUENCE

- ☐ Information is listed in reverse chronological order
- ☐ Headings and skills are ordered so the most relevant information is first
- ☐ All positions have dates of employment in month/year format

LENGTH

- ☐ For a part-time resume, document is no longer than 1-2 pages
- ☐ For a graduate resume, document is no longer than 2-3 pages
- ☐ For a professional resume, document is no longer than 3-4 pages
- ☐ Length adheres to the specifications in the job description, if applicable

LANGUAGE

- ☐ No wordy paragraphs
- ☐ Only the most relevant 5-6 bullet-points of duties are listed for each position.
- ☐ Each bullet-point duty starts with an 'action' word (e.g. Proactively...)
- ☐ Each employment position has a key achievement listed, where possible
- ☐ Each position has key skills listed, which align with the job description where possible
- ☐ Formal business language and first-person used (clear, concise and professional)
- ☐ Correct Australian spelling with no mistakes
- ☐ No jargon or unexplained abbreviations
- ☐ No repetition of information

DETAIL

- ☐ Relevant keywords are used
- ☐ Relevant skills from job description have been addressed with brief STAR examples
- ☐ Content supports your claim to be in the position
- ☐ No personal information shared (DOB, address, marital status, etc)

Career Education & Employability Resources

DISCOVER your options for gaining work and mentoring experience, job application advice and feedback, and individual support.

VISIT [UniSQ Access | accesshub.usq.edu.au](#)



Interview Support

Search 100's of videos to help you prepare for an interview. Record yourself responding to interview questions for feedback.



Resume Review

Access resources and templates, and upload your resume for professional feedback.



LinkedIn Review

Submit your LinkedIn profile for a review and feedback to ensure you are marketing yourself to your full potential.



Industry Connect Mentoring Program

Designed to connect you with an experienced industry professional to build your employability skills.



Events

Attend upcoming events to maximise your connections and networking opportunities.



Jobs Board

24 hour access to job opportunities for students from a range of employers throughout Australia and overseas.



How the Career Education Team can support you:

Career advice and information

Career conversation appointments

Find work while studying

Increase your employability

Transition to graduate employment



Need individual support?

UniSQ offers one-on-one career planning sessions with qualified Career Practitioners. We can help you understand how your values, attributes and life experiences contribute to your career goals. Appointments are available over the phone, via video, live chat, or email.

Book an appointment where we can help you to:

- Develop career management skills
- Set goals and strategies to help you with your career decisions
- Make sound career decisions and set directions
- Discover resources to support career decisions and actions
- Plan for employment after graduation

**CONTACT THE CAREER
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