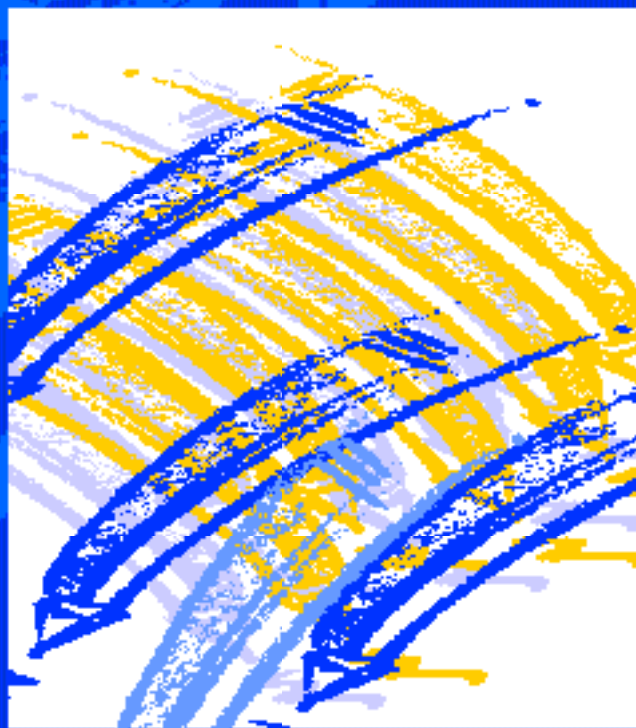




Department of Employment,
Education, Training and
Youth Affairs

Writing an easy résumé



C
A
R
E
E
R

I
N
F
O
R
M
A
T
I
O
N



Centre for Career Development

RÉSUMÉ (say rez-you-may)

When you go for a job it is a good idea to have a résumé. A résumé is a piece of paper with your personal details, study and work history written on it. It should be on A4-size paper - that's the size of this leaflet when opened out.

When you apply for a job, you should send in a copy of your résumé with the letter (make sure you only send in a photocopy as it could be lost in the mail).

A résumé has your name, address and phone number, as well as your education and work details. These details should emphasis your skills - as this is what the employer wants to know about. You may have achieved these skills through jobs, part-time courses, hobbies or community work.

When you are listing jobs always start with the latest one.

Limit your résumé to one or two pages. Make sure your work and education details are on the front page.

On the next page is a copy of what an easy résumé looks like. Remember for different jobs you may have to do a different résumé.

Get two or three letters (references) from people who know you and who know what you can do. Do not forget that these people must know you and be willing to say good things about you, as many employers will ring up or write to them to ask about you.

Make sure you always have your résumé on a separate piece of paper from the one you use to write your letter applying for a job.

If you need any extra help finding information to help you get a job, contact your local Centrelink Office (ph: 13 2490 for location details) or Rural Youth Information Service (RYIS) - your local council or Centrelink can give you details.