

making
our future
work



writing an easy résumé

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 study and work history written on it.

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 of the résumé 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. It is a good idea to list the work skills you have developed through courses and jobs you have done. When you are listing jobs **always** start with the latest one.

Always make sure that your work and education details are on the front page.

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



RÉSUMÉ

NAME: Jo Citizen
ADDRESS: 2 Pott Street
FERNWAY SA 5212
TELEPHONE: (08) 8777 9999

EDUCATIONAL BACKGROUND:

1994-1997 Fernway High School
Year 10 Subjects Studied

SUBJECTS	RESULTS
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English
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Maths
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Economics
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(If you have done any part-time courses list them all)

Newmarket TAFE

March-May 98 Business Studies (10 Weeks)

WORK HISTORY

(Put in any part-time work or any work experience you have done.)

June-Sept 98 Aboriginal Legal Service,
(receptionist, typing, mail delivery)

*(Include your hobbies, skills and interests if they can help you
in any way with the job you are applying for).*

HOBBIES: Reading
Swimming
Cooking
Football

(Put your references on the last page)

REFERENCES: Ms K Smith
6 Elm Street
FERNWAY SA 5212

PLEASE KEEP THIS FOR FUTURE USE

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 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.



For more information contact your local Centrelink office (ph: 13 2490 for location details). If they cannot help you, they will know where you can go to get help.

Most Centrelink centres have Indigenous Services Officers. Why not drop in and have a talk to one, or call 13 1021 to make an appointment.



COVER ART by Canberra-based Aboriginal artist, John (Johnno) Johnson. This picture describes the culture and history of a community and shows how a written résumé describes a person's life like these images.