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Write a compelling resume

A resume is used to showcase your skills and experience to a hiring manager who will determine if your application is suitable to progress to the next stage.

What to include in your resume:



Contact details

Always include your primary contact phone number and email address.



Work history

Ensure your most current role is the first one listed.

Include: the name of the organisation, your role title, the dates that you held each role and key responsibilities of each role.

Key Achievements are optional, but it is a good idea to include at least 1 for each role you have listed.



Skills, qualifications and experience

Include details about your key skills and strengths. You could also include these in the career objective or summary section.

Include any qualifications or education that are relevant or are a requirement of the role you are applying for, such as a Working with Children's Check or a Food Safety Certificate.



Refer to key criteria

Use key words from the job advertisement to refer to key criteria.

To tailor your resume to the position, provide detail about your skills and experience that best align to the role. Limit or exclude details about your skills and experience that are not critical to the role.



Career objective or summary

Include a career objective or career summary at the top of the page.

This only needs to be a short paragraph of 1-2 sentences.

Highlight why you are applying for this position and how it aligns with your work preferences

or career aspirations.



Use bullet points and white space

A well-formatted resume is almost as important as the content. It makes it easier for your reader to scan and gather the information they need from your application.

Include lots of white space by writing short paragraphs and using line spacing. Use bullet points to create more white space and make your information look more succinct.



References available on request

Include a statement that you can provide your references upon request. They are not generally required until after the interview stage.



[Click here to review a sample resume or navigate to the resources section on the recruitment page for an example of how all of these areas are incorporated.](#)

What to leave out of your resume:



Lengthy resumes

- × It is best to keep your resume to a maximum of 2-3 pages.
- × You can achieve this by choosing to include only details that are relevant to the role you are applying for.
- × If your resume is too long, your more relevant skills and experience may not be noticeable and could be missed among less relevant information.
- × For privacy reasons, do not include details about your referees unless requested.



Positions held more than 15 years ago

- × Exclude information about positions you held more than 15 years ago. However, this is a guide rather than a rule. It will depend on your unique career history and role you are applying for.
- × If you have only had 1 or 2 roles in the last 15 years, you may prefer to include earlier roles as part of your work history.
- × If you feel uncomfortable about leaving out part of your career history from your resume, you could include a career summary at the end as an alternative.



Fancy fonts, colours or underline

- × Avoid using fancy fonts, any colours, underlines, or other advanced formatting.
- × They can end up being distracting, making your resume more difficult for the reader to find the information they need.



Unexplained gaps

- × Hiring managers acknowledge there are many reasons you may have been unemployed for an extended period. You may have been caring for children, enjoying an extended holiday, taking leave, undertaking formal study or supporting a family member through illness.
- × It is helpful to explain extended job gaps rather than leaving these for a hiring manager to make assumptions that could be incorrect.
- × If you were unemployed while looking for work, it is more appropriate to explain this in your resume rather than to leave a gap and hope it goes unnoticed.

Optional extras for your resume:



List of 3 key strengths or professional skills.



Your career summary



Professional on the first page.
Interests or other memberships & appropriate non-job-related development information about you.



Apply your own judgement on whether it would be beneficial to include one or more of these items in your resume.

Base your decision on the role you are applying for and your level of experience and qualifications. These will have little or no impact on your suitability for a role but can help to personalise your resume.



Always proofread thoroughly before submitting

Ensure your resume is free from spelling or grammatical errors. Do not rely solely on your computer's spell check function. Instead, ask a family member or a friend to help look over your resume for you.