



Resume tips for young people

OPTIONS | CAREER INFORMATION

Resumes should provide the employer with a brief, but targeted, snapshot of who you are and why you are the best person for the job. It should include your previous work history (paid and/or unpaid and/or volunteer work), your skills and attitude and what you can bring to the job that will be of great benefit to the employer and the company.

General tips for resume writing

- Make a plan before you start to write. Deleting content can be soul destroying and you can easily get disheartened!
- You should alter your resume to best suit each job that you apply for (a resume for a fast food job would include different information than a resume for a construction job). Have an up-to-date generic (basic) resume that you can modify makes this easier especially when you are really busy, stressed and working to a deadline.
- Resumes are now written from an 'accomplishments' perspective and employers want to know what you have done, how you did it, what the outcome were and how this can be of benefit to them.
- When writing about your skills, experiences etc., use the STAR formula:

S	Situation – the setting
T	Task – what had to be done
A	Action you took
R	Results

For example:

I was the assistant U12 rugby coach responsible for managing the players and games. I kept parents informed of fixtures and managed the oranges and water bottles during training and games. The players could focus on working as a team, on and off the field. They were runners up in the 2018 competition.

Babysat my neighbor's two children on a casual basis. I started babysitting for 1.5 hours after school and now I am asked to babysit at night when the parents go out. I play with the children, organise dinner, baths and story time before putting them to bed.

- **Your first job:** When talking about your skills, it doesn't mean 'work skills' only. If you are applying for your first job you probably won't have any yet! However, employers often look favourably on young people who can show that they are resilient (bounce back when things go wrong), communicative, responsible and committed. You can show these skills and attitudes by using examples from your school and general life experiences.
- **Don't sell yourself short!** This is a trap that many people fall into. If you don't value yourself no one else will. Ask others who know you well to help you identify your strengths and abilities.
- **Proof read** your resume for both spelling and grammar. The spell and grammar checks on your computer can help but they are not fool proof! Also get someone else to proof read, as we tend to read what we think we have written instead of what is actually written on the page.
- **Email address:** Have a professional email address. Your email address sends a loud message about you even before the employer reads the first line of your resume. If you want separate personal and professional emails, you can link them and not miss any messages.
- **Resume layouts** should be 'clean' and easy to read. Too much 'fancy' layout or too many words can immediately turn an employer off. The best font size is 10 or 11 with headings in bold and size 12 font. Use a font style that is easy to read such as Calibri or Arial.



- The length of your resume depends on how much important information you want to give the employer. Between one to three pages is usually sufficient. Remember not all employers are 'readers'!

Where to start

Name and contact details

This section only needs your name (no nick names) and your contact information ie. mobile and/or landline and email address. Make sure that the phone or mobile number that you provide is/are ones that you have regular access to. Do not include a photo of yourself unless the job specifically requires it (eg modelling).

Personal summary

This is a brief statement, about 4-6 lines in which you provide the employer with a written snapshot of yourself and your skills. It is the first thing they will read about you so it is your opportunity to show them that you are very well suited for the position. It should tell them about your experiences, key skills and what you can offer. For example:

I am a Year 11 student at school. I am doing an OP study program and plan to study marketing when I leave school. I am in the school U15 AFL team and also volunteer for the community support program one afternoon a fortnight. I like helping people and believe that I would enjoy providing customer service in your business.

Skills and attitudes

This section shows the employer, at a glance, what your skills are and should include the skills (key words) relevant to the role that you are applying for (look for these in the advertisement). You are looking for about 9 – 12 key, relevant skills. Be aware that at an interview the employer may pick one and ask you to give an example (e.g. Problem solving, communication, team work skills; responsibility and reliability) so don't include any skills that you can't talk about.

Highlights

This is an opportunity for you to dot point two or three highlights from your past. For example:

- Won four player of the match awards during the 2017 Rugby season
- Received a school merit award for 25 hours of community service
- Played second flute in the school orchestra

Work History (both paid and unpaid)

This section is where you provide details of any work history, paid or unpaid. It should be written from an achievements based (STAR) perspective. The employer wants to know what you have achieved. Include a couple of sentences describing what you do/did in the position/activity along with your key contributions to the organisation or group.

Referees

Never put down a referee before you ask them if they are willing to speak up for you. Choose two people (not immediate relatives) who can support the information you have included in your resume. You should include their full name, job title, company/school and contact details.

You can note referees on your resume or provide them at the interview. If you provide them at the interview, you must write in your resume under the *References section*, 'Referees will be supplied at interview'. If you choose this option, you MUST remember to take them to the interview, professionally presented on a separate piece of paper that you can leave with them.

Good Luck!