

Tips for writing your resume or CV

A step-by-step guide for students

This is a general guide to help you get ready for your child's transition to Year 7. For more specific information, please check with your child's school

- 1 Name and contact:**
Include: Full name, professional email (e.g. firstname.lastname@email.com), and phone number
Avoid: Home address, age, photo (unless industry-specific)
- 2 Length and format:**
Max 2 x A4 pages (1 for entry-level).
Use clear fonts (Arial, Calibri, Times New Roman). No slang or emojis.
- 3 Tailor to each job:**
Customize for each application. Use keywords from the job ad.
- 4 Personal statement:**
Brief summary of your value.
Example: "Marketing grad with strong analytical skills and digital campaign experience."
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- 6 Name and contact:**
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Avoid: Home address, age, photo (unless industry-specific)
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Avoid: Home address, age, photo (unless industry-specific)