Tips for writing your resume/CV

The Smith Family
Learn today, change tomorrow.

1. Name and Contact Information
✅ Include:
- Full name
- Professional email address (e.g., firstname.lastname@email.com)
- Phone number

❌ Do NOT include:
- Home or postal address
- Age or date of birth
- Photo (unless required for specific industries)

2. Length and Format
- Keep your resume to two A4 pages (one page for entry-level roles).
- Use a clear, professional font (e.g., Arial, Calibri, or Times New Roman).
- Avoid slang, emojis, or casual language.

3. Tailor to Each Job
- Customize your resume for every job application.
- Use keywords from the job ad (e.g., if the job asks for "strong customer service skills," highlight your experience in customer service).

4. Personal Statement or Career Objective
- Start with a brief statement summarizing what you offer.
- Example:
- "Enthusiastic marketing graduate with strong analytical skills and experience in digital marketing campaigns."

5. Work Experience
- List jobs and relevant experiences in reverse chronological order (most recent first).
- Include voluntary work if relevant.
- Focus on achievements rather than just responsibilities.

✅ *"Increased customer satisfaction scores by 20% through improved service strategies."*
❌ *"Assisted customers with their queries."*

6. Education
- Include your highest relevant qualification first.
- Mention VET courses, certifications, or short courses if applicable.

7. Additional Information
- List skills, languages, hobbies, and licenses (e.g., Driver's License, Working With Children Check).

8. References
- You can list referees or simply state: "References available upon request."
- Ask for permission before adding someone as a referee.

9. Professional Email
- Use a professional email address (e.g., john.smith@gmail.com instead of cooldude123@email.com).