

TIPS FOR WRITING RESUMES

Writing your first resume.

Writing a resume can be daunting for anyone – how do you capture the best of who you are in just a page or two? It's even harder if it's your first one and you don't have much in the way of work experience to talk about.

But approach resume-writing in the right way and you can give your prospective employer plenty of reasons to ask you in for an interview, where you'll get the chance to sell yourself in person.

Be smart online.

Before sending off any job applications, check your social media profile. Is there anything on Facebook, YouTube, Twitter, Google+ or other social networks connected to your name that might look bad to potential employers? If there is, delete it, or make sure it can't be seen by someone who hasn't 'friended' you. It's easy to change your Facebook settings to 'friends only' and can save a lot of hassle.

The covering letter.

Be sure to include a covering letter when you apply for a job too. Think of your resume as an 'at-a-glance' summary of who you are, designed to give lots of information quickly and quite formally. The covering letter can be where you inject a little more of your personality.

Try to make the covering letter tailored to the job you're going for, don't just send the same letter with every resume you send out. Why do you want to work for them? Have you had a positive experience with their business in the past that inspired you? What could you bring to the organisation? Do you have any simple, realistic ideas that could help them run a better business? These are the kind of personal responses that can really make you stand out as they show you already care about the employer's business.

Suggested resume content.

This short checklist will help you think about what you can put on your first resume.

You can use each title as the headline on the relevant part of your resume.

1. Personal details:

Start with your name at the top. There's no need to write 'resume' as employers will generally know what they're looking at. Include your contact details. Don't feel like you have to include your age, it will be clear from the rest of your resume that you are new to employment.

2. A short summary about yourself:

This is a useful way to summarise who you are in your own words. It should outline what kind of work you're looking for, when you'd like to work and why you think you'd be a great employee.

3. Your education:

Potential employers will usually be interested in how you're doing at school. If you've already sat some exams and got good grades, be sure to list them here. It's also a good idea to list the subjects you're studying, especially if they are relevant to the job you're going for. If you're applying for a job that involves money management or counting, be sure to mention it if you love maths!

4. Your employment history / responsibilities:

If you have work experience, list it here. Include dates and a summary of your responsibilities. Maybe mention why you enjoyed it and how you made a difference to the employer.

Even if this is your first job application, it doesn't mean you don't have any experience. You can include positions of responsibility. Were you a prefect at school? Have you done any babysitting? Did you volunteer as a Nipper? This is your chance to demonstrate that you're responsible and trustworthy.

5. Your hobbies and interests:

Along with your short summary, a prospective employer can get a good idea about what kind of person you are from your hobbies and interests, so be sure to mention a few (as long as they are constructive – 'playing video games' doesn't really paint you in the best light...unless you're going for a job at a video games store!) Definitely list any interests relevant to the job you're going for.

6. References:

Finally, if they want to offer you a job, an employer might want to talk to someone who knows you well, to see what they have to say about you. It's their way of checking you out. If you have a previous employer (and it went well) ask them if they'd mind being a reference. If it's your first job, you should think of someone in a position of responsibility who knows you, but would be seen as unbiased.

This list should give you plenty of ideas what to include. When you're done, be sure to run a spelling check and show it to your parents for their input.

If you want to get an idea of how you might layout your resume on a computer, see attached for our sample layout:

JANE SMITH

123 Sample St, Suburb

Mobile: 0410 123 456

Email: email@email.com

Summary

I am looking for a retail position, I am available after school Monday to Friday from 3:30 and all day Saturday. I'd be a great employee because I am very keen to learn more and always find ways to help other people.

Education

Sydney High School

Sydney, NSW

Currently in Year 10

Employment History

June 2012 – Present: Baby Sitting

Sydney, NSW

- Looking after my parents friend's kids after school and on weekends.

May 2013: Work Experience (Two Weeks)

Newtown, NSW

Newtown Theatre

May 2012 – August 2012: Dog Washing

Sydney, NSW

- Washing neighbours dogs each weekend and taking them for walks.
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Interests

- Swimming
 - Member of the local choir
 - Gymnastics
 - Painting
-

References

Joe Smith – Swimming Coach

Phone: 0412 123 123

Bob Keen – Year Coordinator

Phone: 0412 123 123