# EMPLOYABILITY TOOLKIT – RESUME

*This task is one of an integrated but adaptable set developed by the Careers and Employability team for Flinders University educators to improve student preparedness for the 'world of work'. Use it as the basis for an assessment, non-graded assessment, or activity. Further information and the full framework is* [*located here*](https://staff.flinders.edu.au/learning-teaching/employability-toolkit)*. Topic Coordinators are welcome to adapt these to purpose.*

|  |  |
| --- | --- |
| **Task** | Resume |
| **Task type** | Written Task |
| **Length** | 1-3 pages |
| **Learning outcomes\*** |  |
| **Employability skills** | Communication, career management, planning and organising, initiative |
| [**Employability Toolkit Category**](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) | Foundational work |
| **ABCD\*\*** | Career building: students will improve on abilities to seek, obtain/create and maintain work (C7, P4) |

*\*Topic Coordinator to map to learning outcomes; \*\*Mapped to* [*Australian Blueprint for Career Development*](https://cica.org.au/wp-content/uploads/Australian-Blueprint-for-Career-Development.pdf)

## Task Objectives

1. Introduce principles of resume writing to enable the creation and maintenance of an appropriate resume throughout working lives
2. Use appropriate communication skills to interact with peers and professional networks

## Task Rationale

A resume reflects our unique combination of knowledge, skills and experience and packages them in a way that will best connect us to a prospective employer in our chosen sector. The purpose of this task is to introduce you to the principles of resume construction; to enable you to create an appropriate sector-focussed resume; and to receive feedback so that you can make meaningful changes before applying for student internships, placements or positions.

## Task Description

For this task, you are to create a 1-3 page résumé as if you are targeting a potential employer in your sector. Your resume should be formatted in a professional and presentable manner.

Your resume must include (at a minimum):

* Personal contact details
* Career statement
* Employment / work experience history
* Education
* Evidence of your skills and interpersonal qualities, in relation to the industry or type of role
* Referee contact details

## Additional information

Preparation of a résumé encourages you to consider the knowledge and skills you have gained from experiences undertaken at university, in the workplace and through your extra-curricular and personal interests. By compiling this into a professional résumé early in your degree, you will have a template you can utilise to record your skills and experience as they develop across your time at university.

## Information for Topic Coordinator

Topic Coordinators may:

* check for any [course-specific samples](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) provided on Career Hub and supply a sample resume and/or some indication of industry expectations/standards; or
* request students consult the self-paced online course – [How to create a killer resume](https://rise.articulate.com/share/0v1wJXD2E4Gu721al8efIUnfulDFTaSS#/) – in conjunction with the [generic professional resume template](https://careerhub.flinders.edu.au/students/infoPages/detail/307)

It is essential that students are encouraged to:

* develop their practical skills and experience early – employers want graduates with experience
* introduce a heading called ‘Sector Experience’ as they progress through their degree and build their skills and experience – this will help them start customising their resume to their sector

This task may be adapted for use in middle and final years to reflect growing sector and organisational knowledge. For example, this might include requiring the use of the heading ‘Sector Experience’ and/or combining the [Job Advert Analysis & Organisation Research](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) task to encourage students to customises their resume to a role.

**Job Hacks sessions**

The Careers and Employability team also run regular [Job Hacks sessions](https://careerhub.flinders.edu.au/students/infoPages/detail/275) on preparing a resume, open to all students. With sufficient notice, these sessions may be aligned with teaching or students may be encouraged to book into a session outside of teaching. Contact the Careers and Employability Service [careers@flinders.edu.au](mailto:careers@flinders.edu.au) or 8201 2832 if you would like to discuss options.

# Resume Checklist

|  |  |
| --- | --- |
| **Name and contact information** | |
| * Name & contact details included, LinkedIn if applicable, professional email address * Do not include information on age, height, weight, marital status, health, religion. |  |
| **Career objective/profile/statement (optional)** |  |
| Introduces you to the reader, by summarising your ‘story’ in 5-6 lines maximum (this is the only paragraph in the document). Offers specifics about background and your experiences and what you have to offer. Avoids general statements that any student could make. |  |
| **Professional memberships** |  |
| Dates, name of association and membership type included |  |
| **Education** |  |
| List in reverse chronological order:   * Dates, title of degree/certificate, educational / training provider. * Key subjects, major projects, specific skills - use bullet points. * Awards and achievements * If you include GPA, show /7 (e.g. 5.5/7 GPA) |  |
| **Placements/Experience/Employment/Relevant Volunteering** |  |
| * Headings and sub headings ensure the most relevant experiences are listed first * Dates (month – year), position titles, and organisation details. * Key responsibilities and achievements are described, highlighting your value and impact. * No more than 5-7 bullet points per role. |  |
| **Community/awards/extra-curricular** | |
| * Name of club/community/sporting/cultural association and dates active. * The level of involvement/activity with each interest is clearly explained. |  |
| **Interests** | |
| * This section represents you as a well-rounded person |  |
| **Referees (not References)** |  |
| * Highly relevant referees included with phone, email, relationship, title, organisational details. * List 2-3 people in order of relevance. |  |
| **Format** |  |
| * Use narrow margins and include page numbers * Modern font (Arial or Calibri) & bullet points (no more than 5-7) * 11pt size minimum, headings slightly larger * Avoid underline and black shading; no tables, columns or borders * Check your paragraph spacing; select all text, then paragraph, then set line spacing before and after to 0pt with line spacing single. * Correct spelling and grammar |  |