

# HOW TO WRITE: RESUMES

Your resume is a marketing tool that needs to:

- be concise, truthful and tailored to the job / industry you are interested in;
- set you apart from other students / graduates with similar qualifications by highlighting your achievements, skills and experiences (both paid and unpaid); and
- project a friendly but professional tone leaving the reader wanting to meet you for an interview or progress you to the next stage of the recruitment process.

There is no one way to promote yourself in a resume, but see below for some **tips**, suggested **format** and two resume **samples**.

## TIPS

- 1. Before you start - do your research** to help you tailor your resume. Search for job adverts in your area of interest to see what skills industry are looking for / language used. When applying for an advertised job, research the organisation (i.e. values, clients, core business) and phone / email the contact person (if listed) to ask about the priorities and challenges of the job.
- 2. If applying for an advertised job, follow the application instructions carefully** (e.g. it may ask for a 1 page cover letter with your resume – make sure you do both!)
- 3. Keep format simple** - avoid tables, images, borders, non-standard fonts. Make sure bullet points and indents are consistent and line up. Use short statements and positive [action](#) words when listing duties and achievements.
- 4. Length (less is more)** – max. 1 - 2 pages in length (max. 3 pages for experienced professionals or researchers). Do not include date of birth, marital status, religion (unless the job /organisation has religious affiliations), health, children, international student visa details and unrelated hobbies. Include Aust. Citizenship or PR status if you have a foreign sounding name and seeking work in Australia, relevant security checks, licenses etc.
- 5. Only include referees** if applying for an advertised job and **ask them first**.
- 6. Double check** there are **no spelling or grammatical errors**.
- 7. Read your resume out loud** and ask someone else to read it for feedback.



## FORMAT

**Name:** State your first and surname clearly at the top of your resume. Use a preferred name if different to your birth name – it is not a legal document.

**Contact Details:** No headings are required, just your address, mobile number, (professional looking) email address. You can also hyperlink your LinkedIn profile here if you have one.

**Profile Statement / Professional Summary:** Promote yourself! This is your chance to clearly outline what you have to OFFER an organisation. DON'T state what you are looking for or what your objectives are, instead include:

- 1) *your degree/s;*
- 2) *particular interest or strengths / skills you feel you have;*
- 3) *a key experience / achievement;*
- 4) *how you may benefit others or add value, incorporating your future career goal/focus.*

**Education and Academic Qualifications:** List in reverse chronological order - most recent qualification first. Write qualifications in full (don't abbreviate) and include any majors and minors. State the university or institution where you received the qualification and also the completion or expected completion dates (years). Include any academic achievements/awards or your GPA if it is worth promoting. Alternatively, under the sub-heading "Areas of Competence" list 2-3 units you competed which directly relate to the position advertised to demonstrate your academic strengths and include your results for each if you awarded good grades (e.g. Distinction or High Distinction).

**Skills:** Use a separate heading to identify specific skills relevant for the position/industry. Typical skills include Communication/Interpersonal (including language proficiencies beyond English), Teamwork, Analytical and Problem Solving, Technical/I.T. etc. (be guided by the job advert). For each skill, provide an experience to evidence or demonstrate you have applied the skill. This could be in the form of related studies, work experience/internships, employment, volunteering opportunities, practical placements and internships etc.

**Relevant Experience / Other Experience (two separate headings):** Include the job title and name of the organisation as well as relevant years. List 3 - 5 duties for each (don't provide a full duty statement) and if you have one, also include an "Achievement" highlighting where you went over and above or exceeded in your role. Remember to include unpaid roles in this section (volunteering at LifeLine has more relevance to your Psychology career than part-time "Cashier" work, so include the former in your "Relevant Experience" section and the latter in your "Other Experience" section). If you have more than 10 years unrelated (other) experience, consider combining, summarizing or leaving off.

**Memberships:** Active engagement in your profession through membership to relevant Murdoch Guild [clubs or societies](#) and / or [professional associations](#) always impresses employers. Include any roles you undertook as part of your membership.

**Referees:** List 2 - 3 if applying for an advertised job. Include title (e.g. Professor / Mr / Ms), full name, job title, organisation, phone number and email contact. If no particular job is advertised and you are just sending your resume out to contacts or organisations, do not include any referees. Instead state "Referees are available upon request" in this section.



# William Spencer

(SAMPLE 1.)

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1 South St Murdoch W.A. 6150 | Mob: 0457 457 356 | Email: name@server | LinkedIn Profile URL (hyperlink)

## CAREER SUMMARY

*A high achieving final year Environmental Science student with experience in Environmental Law & Policy Development, sustainable Waste Management practices and Scientific Research (including a W.A. Water Corporation research project). Actively involved in community projects associated with environmental revegetation. Passionate about improving environmental awareness regarding sustainable waste management within the community.*

## EDUCATION & ACADEMIC QUALIFICATIONS

**Bachelor of Science (Environmental Science)**  
*Murdoch University, Western Australia.*

(201X – completion 201X)

### Areas of Competence:

Managing Wetlands and Water (Distinction)  
Environmental Management (Distinction)

## SKILLS

### *Communication Skills*

- Rotary Public Speaking program - presented on five environmental topics to groups of 20 people over three months, with positive feedback
- Research and Scientific Report Writing – “Industrial Effluents and the Environment” and “Human Impact on Trigg Beach Dunes” (research papers).

### *Team Skills*

- Outreach Wilderness expedition (SABRE) – part of a group that navigated two wilderness trails over two weeks during semester break.
- Men of Trees Committee member – providing input to planning and planting on designated sites, supporting team members throughout the co-ordination and implementation of the spring program that was completed on schedule.

## RELEVANT EXPERIENCE

(Dec/Jan 201X)

### **Vacation Program (6 week placement)**

*The W.A. Water Corporation*

Conducted flood studies and assisted in the production of floodplain maps for the Swan River.

*Achievement: Supervisor recommended me for additional field work on a separate project to broaden my experience.*

## OTHER EXPERIENCE

### **Peer Assisted Study Sessions (PASS) Leader**

(Feb – Dec 201X)

*Murdoch University*

- Facilitating peer-led group study sessions to help support first year students succeed in challenging science subjects.

## PROFESSIONAL MEMBERSHIPS

- Men of the Trees – Convenor and Secretary, convening meetings with volunteers to plan and designate roles in annual tree planting event that exceeded targets.
- Murdoch Environmental Science Association (MUEnSA) – Student Member, supporting members in organising events.

## REFEREES

### **Dr Barry Brown**

Senior Lecturer  
School of Engineering and Information Technology  
Murdoch University  
Tel: (08) 9360 3456  
Email: [b.brown@murdoch.edu.au](mailto:b.brown@murdoch.edu.au)

### **Mr David Smith**

Sustainability and Environmental Officer  
Wanneroo City Council  
Tel: (08) 6588 3444  
Email: [d.smith@wcc.gov.au](mailto:d.smith@wcc.gov.au)

DO NOT COPY

# Kristi Day

(SAMPLE 2.)

7 Shawness Road, Murdoch, W.A. 6150

Mob: 0945 987 987

Email: 123456@murdoch.edu.au

LinkedIn Profile URL (hyperlinked)

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## PROFILE:

An organised 4th year Psychology student with experience in group facilitation, volunteer counselling and research project work. Assisted young people to engage in a four-week program aimed at reducing illicit drug use. A strong communicator with an interest in promoting mental health across the lifespan. Additional customer service and administration experience and able to quickly develop rapport with others.

## SKILLS & COMPETENCIES

### Psychological Research/Assessment Skills

- Behavioural data collection and sound research methodology supporting my research project on Mental Health for Illicit Drug Users.
- Psychometric testing & understanding of ethical and confidentiality issues having been awarded a Distinction for .....???? unit

### Communication & Interpersonal

- Group facilitation and knowledge of group dynamics whilst undertaking a formal practical placement with .....????
- Demonstrated mediation and negotiation skills having undertaken relevant professional development training at.....????
- Effective Report writing skills completing distinction average weekly reports over a 13 week period.
- Writing on-line mental health resources on placement.

### Organisational Skills

- Project Co-ordination skills, including allocation of time schedules, identifying key milestones, working within budget and co-facilitating two volunteer programs whilst on placement with ?????
- Ability to effectively prioritize study/work demands having balanced full-time study and regular casual work with peak periods.

## EDUCATION

### Bachelor of Psychology

Murdoch University

(due to graduate Nov 20?? )

Areas of Competence

Psychological Research Methods (Distinction) Developmental Psychology (Distinction) Abnormal Psychology (Distinction)

## PROFESSIONAL EXPERIENCE

### Part-time Volunteer Counsellor

(20?? – current)

Palmerston Association

- Providing one-on-one illicit drug counselling under professional supervision
- Program co-facilitation

### 4<sup>th</sup> year Practical Placement

(6 weeks part-time) (20??)

Psychology Associates

- Assisting in the development of resource material for a series of mental health support group workshops.
- Developing additional on-line resource material for managing anxiety and depression.

## OTHER EXPERIENCE

### Waitress / Assistant Manager (part-time)

(20?? – 20??)

The Manor Restaurant – Customer Service, scheduling staff rosters, stock control ...xxx

Achievement: Promoted to Assistant Management role within 3 months.

## MEMBERSHIPS AND ASSOCIATIONS

Australian Psychological Society - Student Member

Murdoch Psychological Society – providing support at events and helping with set-up of information stall.

## REFEREES

Available upon request