# Sample Resume formatting

**Step 1: Header**

* Your name should be bold and in larger font than the rest of the resume
* Below your name, list your mailing and email address and phone number

**Step 2: Employment**

* This section is where you will describe your experiences that are most relevant to the position you’re applying for. Often these will be employment however they can also be extra-curricular activities such as volunteer positions. List these experiences in order, beginning with the most recent.
* For each experience create a header that includes the name of the organisation, the location, position title and dates.
* Write three or 4 dot points describing the work you did. Think about your achievements or accomplishments or what you contributed to the role. Avoid weak verbs such as ‘did’ or ‘worked’. Avoid passive constructions, such as, ‘responsibilities include’. Talk more about outcomes or achievements. \*link\* to the action words document here

**Step 3: Education**

* List your most recent education first, include the institute, course name, dates.
* Ensure you list only relevant education, for example, you don’t need to add primary education.
* If certain jobs require specific qualifications, ensure you add these into this section,
* If a qualification is no longer valid, like a First Aid certificate that has expired, do not list it.

**Step 4: Activities**

* This is the place to list your extra-curricular activities such as volunteering, sport, clubs or things that demonstrate your community involvement. Keep this section relevant but brief.

**Step 5: Skills**

* Many of your employment roles or positions assume certain skills. You don’t need to list each skill you possess but you may want to highlight certain skills relevant to the jobs you are applying for.
* Important skills to include are:
	+ Languages; be sure not to overstate. Use only if you are fluent.
	+ Technical skills. For example; specific software
	+ Any training or certification program you completed that would be relevant to the job
	+ Social media and web technologies, if applicable
* You may need to tailor your ‘Skills’ section for each job you apply for to ensure the skills you list accurately reflect the essential and desirable criteria of the role you are applying for.

**Step 6:** **Referees**

* You may choose to add the names and contact details for people who can act as a point of reference.
* If you do, ensure that their details are up to date and, that you have their permission to use them as a referee.
* If you choose not to add referees, it is good practice to write ‘referees are available on request’.
* Don’t use family members wherever possible. Try to keep your referees to current or previous supervisors and possibly teaching staff who were involved in your education.

Overall, it is important to:

* Keep your resume brief but specific. You don’t need to include everything, just what is relevant to this job
* Ensure that the font and size of headings and text are consistent throughout your resume. Likewise, ensure bullet points are consistent. It is always a good idea to have someone read over your resume to pick up on anything you might have missed.
* Keep your resume brief and to the point; it should be no more than 2 pages