BE SEEN

BUILDING YOUR RESUME

BE SEEN AND STAND OUT

The time has come to find your first job! There is a chance that the jobs you apply for will receive many potential candidates. To stand out from the crowd, you will need a tailored resume that effectively sells your experiences and skills.

The following template will help you start your resume journey. This resume includes:

- Your contact information (make sure that your email is professional!).
- An overview statement about your attributes and experiences.
- Your current education, including any certifications you may have.
- A list of skills you have that are relevant for the role.
- Your achievements and accomplishments.
- Any work experience and volunteer experience you have. This may include student projects you've helped in at school.
- Referees to back up your claims.

No two resumes should look the same – make sure that you customise for every job you apply for! You can include other points in your resume, such as:

- Your technical skills (such as Microsoft Office).
- Your interests which are relevant to the job position.
- Summaries of any relevant assignments you have completed.
- Any relevant workshops or classes you have taken.

HOW TO USE THE RESUME TEMPLATE

The resume template is designed to be easily changed in Word:

Heading Banner

To edit the heading, double click the header. You can also change the colour by selecting "Shape Format"-> "Shape Fill". Perhaps consider changing the colour to your specific employer's logo!

Headings

Headings are separated into different categories under "Home"-> "Styles". This includes:

- Heading 1: Main titles, such as "Education".
- Heading 2: Sub-headings, such as "High School Name".
- Heading 3: Short summary descriptions, such as "Year Level".

Formatting

The resume is formatted in a table. If you run out of space, the table will continue to the next page. Good luck!