

Preparing Your Chronological Resume

The purpose of a resume is to sell your skills to a potential employer, think of it as a marketing tool rather than a report. It needs to grab the reader's attention by demonstrating that you are qualified to do a particular job.

Whilst a resume should be an individual reflection of you, there are some general rules to follow and standards items to include:

General rules:

- Your resume should be between three and five pages in length.
- Use 11 or 12-point font. Anything smaller is too hard to read.
- Avoid graphics, lines and fancy typefaces. They don't tend to scan well and may take too long to print/ download.
- Use dot points. They will improve readability and assist you to be brief and concise.
- Don't have too much writing on any page. The reader should be able to see at a glance where your experience lies.
- Do not include a typed list of subjects and results. If a list is asked for (usually graduate roles) attach a copy of your academic transcript.
- You don't need to go into detail about positions held over 10 years ago. As technology has changed so much and because your skills will have developed, old positions just become irrelevant.
- Check for spelling and grammatical errors, might be a good idea to have someone else check over for you – it's ideal if you can find someone who works in the industry to which you are applying.
- Be honest, statements made in resumes will be checked up in either the interview or with referees.
- Do not omit any period of employment for whatever reason, as this may prove awkward at interview.
- If mailing or leaving your resume use good quality, plain paper.
- If emailing your resume use a common program such as word – if it can't be opened easily, it probably won't get read.
- Leave out details of past salaries, bonus payments etc. These will be covered in the interview.
- Avoid initials and jargon, write in plain English so you are understood.
- Don't forget to include out of work interests and hobbies as well as any associations / membership organisations you belong to. Potential employers like to get an idea of the "whole" person they are going to meet.

Standard Sections to include in your resume:

Name (include preferred name if applicable)

Contact details (address, telephone numbers – daytime and mobile and email – if appropriate).

Qualifications (in reverse chronological order).

Need to know name of the degree, the institution and the year completed. After you have completed your degree you do not need to include details of your high school education.

Employment History (in reverse chronological order)

Need to know the company name, the length of time you worked there and the position you held. You may also wish to include a brief description of the company eg. XYZ manufactures chemicals for hospitals, including a link to their website may be another option.

For each position held you should provide details of:

a) Responsibilities : What you did in the organisation. Give an indication of the scope of the role eg. Your place in the organisation, size of budget managed, number of people supervised.

b) Achievements: Include successful projects, initiatives, how you added value. Quantify your achievements or outcomes (with numbers or percentages) where possible.

Key Skills

Your key skills should be reflected in your responsibilities or achievements. Otherwise they may appear to be unsubstantiated claims.

Additional Details

Also include relevant further information such as residential status (visa type held if appropriate), language skills, computing skills (highlight engineering packages), community work, short courses attended, professional memberships, hobbies and interests. It is not necessary to include extensive personal detail such as date of birth, marital status and names and ages of children.

Referees

It's more common now for the names of referees to be given out on request, this gives you the opportunity to brief them first. If you prefer to list them, do so but make sure they know. Always seek permission to use someone as a referee, just because you worked for them doesn't mean they have to be a referee for you. Choose people who are supportive of you and were in a position to comment on your skills, experience and achievements. Ensure you have up to date contact details for your referees including current job title, telephone numbers and email address.

Résumé Sample

Name Sammy Student

Address 33 Short Street Engineering Hill NSW 2000

Telephone 8923 7100 (day time) 0412 353 339 mobile

E-mail sstudent@hotmail.com

Career Statement

Make a statement about the position you want, what you can add to an organisation and what your future career aspirations are.

Qualifications

Master of Environmental Engineering
University of Australia 2011

Bachelor of Engineering (Civil)
University of Australia 2005

Employment History

Project Manager **Nov 2010 – present.**

ABC Company

ABC specialises in the construction of Shopping centres Australia wide.

Responsible for

- Supervision of 8 engineers.
- Project management – planning, budgeting and control.

Achievements

- Managed the construction of the \$4m Big Hole shopping centre. Project completed 3 months ahead of schedule.

Engineer

Feb 2008 – Oct 2010

Fred's Engineers

Fred's Engineers is a specialist in the construction of high rise car parking stations.

Responsible for

- List duties or areas of responsibility

Achievement

- List any major achievement – ideally these should be quantifiable

**Graduate Engineer
GDP Organisation**

Jan 2006 – Jan 2008

GDP is an engineering firm specialising in giving graduate engineers a start.

Responsible for

- List duties or areas of responsibility

Achievement

- List any major achievement – ideally these should be quantifiable

Language Skills

- List any languages you speak / write fluently

Computing Skills

- Microsoft office
- Java
- Unix

Courses attended

- Better presentation skills – Skillpath Seminars
- Java for intermediate users – Computer Training Institute

Additional details:

Professional Memberships

- Member of Engineers, Australia

Interests

- Horse riding
- Music – playing the guitar
- Reading

Referees: Available on request.