

BLANK RESUME TEMPLATE

We have given you an outline of a blank sample resume as a **GUIDE ONLY**. It is intended to be read in conjunction with the Careers Centre handout on ‘Resume Writing’ which can be downloaded from the Careers Centre web site.

There is also a ‘Sample Resume Template’ available which may provide you with further guidance.

In order to **MAKE YOUR APPLICATION COMPETITIVE AND UNIQUE**, you should take into account your own experience and background and compile your resume in a way that you feel best reflects those. This may mean that the length of your resume varies.

YOU MAY FIND THAT YOU NEED TO:

- change the order of the headings
- change the wording of the headings
- leave some sections out that are not relevant to you or
- add new sections (such as “Major Projects” or “Awards and Achievements” or “Leadership”) to capture certain experiences you have had.

Also, bear in mind that employers will sometimes state what they want in a resume for a specific job application. They might specify length of resume, content required, number and type of referees required etc. In this instance, you should **ALWAYS MEET THE EMPLOYER’S REQUIREMENTS for the specific job application.**

Disclaimer:

While every effort will be made to ensure that the information provided is accurate and up to date, the Careers Centre makes no warranty, representation or undertaking whether expressed or implied, nor does it assume any legal liability, whether direct or indirect, or responsibility for the accuracy, completeness, or usefulness of any information.

First Name SURNAME

Address
Home number, Mobile number
Email

Career Objective

This blank template is intended as a guide for you to create your own resume. For explanations regarding these sections please read the 'Resume Writing' handout and the 'Sample Resume Template'.

Education

Tertiary

Secondary

Other Education and Training

Skills Summary

Practicums and Industrial Experience

Employment History

Conferences / Papers Presented / Published Articles

Memberships

Extracurricular Activities

Residency or Visa Status

Referees