

Resume Writing - Education

Allie's story

*I found it difficult to put my resume together because I wasn't sure what was relevant and what I could leave out. Using **Resume Builder** via QUT Virtual helped me get organised and reminded me of some headings that I could use. It also made me realise that I've done more than I thought I had. I showed my draft to my mentor and my prac supervisor and got feedback from Careers & Employment. It's not perfect but I know there's no "one right way" to do a resume. It's a work in progress, and it will change as I get more skills and experience, and as I target different positions.*



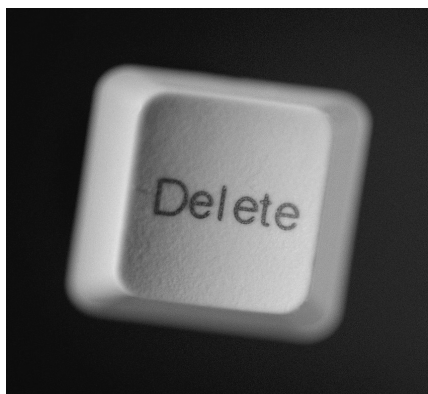
Your resume should be a concise document of your **relevant** education, skills and experiences, and should **target the specific position** you are applying for as well as the organisation you are sending it to.

The aim of your resume, application letter and other paperwork is to interest the employer in what you are offering, so that you are invited to an interview to provide more information.

Take a look at Allie's resume on the next few pages to give you some ideas for your resume. Keep in mind that this is a **sample** and is not the template for a perfect resume!

Your resume will be **different** to Allie's as it will be a reflection of YOUR own **skills, experiences** and **presentation** style.

Note the **resume writing tips** throughout, and check out the **resume FAQs** at the end.



What should you leave out of your resume?

The general answer is:

- anything that is not relevant to the position you are applying for, and
- anything that could prevent you from being offered an interview.

This usually means information such as:

- ✗ Date of birth
- ✗ Marital status
- ✗ Whether you have children
- ✗ Religious background
- ✗ Health status
- ✗ Disability
- ✗ Political affiliation

For each section of your resume, ask yourself

- Is this relevant?
- Could it be perceived negatively?
- Can I word this in a positive way?

Get feedback, but **if in doubt – leave it out.**

Allie Smith's Resume

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Red Hill Queensland 4059

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m: 0413 721 201
e: allie.smith@bigpond.com

RESUME TIP 1

Only include **relevant** contact information – it's not necessary to include your date of birth, marital status, etc. Make sure you have a **professional email address** – maybe set one up specifically for your job search correspondence.

QUALIFICATIONS

Graduate Diploma in Education (Early Years)

Queensland University of Technology
Due to complete November 2009
Current course GPA 5.45

2008-2009

Key achievements:

- Obtained distinction grades for Early Years: Mathematical Understandings; Early Years: Literacies, and Early Years: Science and Technology Education
- Developed complete units of work in Mathematics, Literacies and Science and Technology Education for early years
- Participated in QUT's Career Mentor Scheme
 - involved 2 hours/month contact with mentor, Deborah Mathers, P-3 teacher at St Brigid's Primary School, Stafford
 - participated in regular teaching observations of staff at St Brigid's and three other neighbouring Catholic, independent and state schools

Bachelor of Creative Industries (Media and Communication)/ Bachelor of Business (Public Relations)

2002-2004

Queensland University of Technology
Course GPA 5.24

Key achievements:

- Completed Workplace Learning unit
 - completed 80 hours of work placement at BBS Public Relations
 - achieved High Distinction for assessment work related to placement
- Developed skills in professional communication, research, analysis, group presentations, and a range of computer software packages

RESUME TIP 2

Remember to show **highlights** from your course. Think about key assignments, individual or group projects, presentations, grades – anything that makes you stand out!

Put your name and page number as header or footer on each page

TEACHING-RELATED EXPERIENCE

Student Teacher, Prep Class

Aspley Primary School, Aspley

September – October 2009

33 day practicum placement

- Planned and implemented a three week science unit on “Energy”
- Planned and implemented a four week integrated thematic unit on “The Sea”
- Attended parent-teacher interviews and provided input on children's achievements
- Assisted supervising teacher with writing term 3 report cards
- Presented information session on latest research on behaviour management at junior school staff meeting
- Supervised lower primary children undertaking activities at school sports day

Participant in QUT's Career Mentor Scheme

February 2009 – current

- Monthly meetings with professional mentor
- Regular observations and participation in class activities at the following schools: St Brigid's Primary School, Stafford; Geebung Primary School, Geebung; St David's Anglican School, Boondall; and Holy Family Primary School, West End.

Teacher Aide, Year 2

St Michael's Primary School, Enoggera

June 2009 - current

- Negotiated as voluntary placement for 2 weeks full time during university holidays and .5 – 1 day per week depending on university and work commitments
- This has become a paid casual position of Teacher Aide for 10 hours/week since February this year

Key skills/responsibilities:

- Provide one to one support for children with reading and other learning difficulties
- Develop creative resources to enhance learning experiences for children
- Work with small groups to provide support with mathematics and literacy concepts
- Attend fortnightly junior school staff meetings

Student Teacher, Years P-3

St Brigid's Primary School, Stafford

May 2008

22 day practicum placement

- Observed a range of lessons by supervising and other teachers
- Planned and led small group activities in literacy and mathematics
- Developed and implemented 1 week unit on “People in our community”
- Developed and implemented 2 cooking lessons with small groups
- Participated in twice weekly after school softball coaching activities

RESUME TIP 3

*It doesn't matter if your experience is paid or unpaid – it has all helped you to develop your professional skills. Use a heading such as Professional Experience to include any voluntary work, practicum placements, work experience or paid work related to your degree. Make sure you can **articulate the professional skills** you've developed and demonstrated in these roles. Look at the info on **Personal Transferable Skills** at www.qut.edu.au/careers, under Applying for a Job, Applications.*



OTHER PROFESSIONAL EXPERIENCE

Assistant Communications Officer

Feb 2006 – June 2008

Briz 31 Children's Television Section, Greenslopes

Skills developed/responsibilities:

- Research and analysis of children's television viewing patterns
- Produce monthly reports recommending changes to scheduling of programs
- Liaise with stakeholders in early childhood field, including school staff and representatives from a range of professional and community associations
- Present information and promotional sessions to internal and external stakeholders
- Demonstrate high level information technology skills including use of Microsoft Office suite and several desktop publishing programs

Media and Communications Assistant

2005

BBS Public Relations, Brisbane

Skills developed/responsibilities:

- Coordinated regular networking and professional development events for senior management
- Researched and drafted speeches on a range of topics for senior management presentations at corporate professional development functions
- Produced monthly corporate newsletter which involved
 - collating content
 - using desktop publishing skills to present in most appropriate format
 - liaising with editorial staff to produce a timely document to capture the attention of staff
- Provided administrative support as requested on a variety of projects using Microsoft Office software, in particular PowerPoint, Excel and Word



RESUME TIP 4

Think about the relevance of your information to the position you are applying for. You don't need to include all your work and life experience – a resume is not your life history! Allow more space for recent, relevant information, and provide less detail as your information becomes less recent/relevant. Before you include anything in your resume ask yourself "What am I hoping that this information will say about me?"

OTHER EMPLOYMENT

Barista and customer service assistant

2002 - 2004

Hudson's Coffee, Brisbane

(5-25 hours/week depending on university commitments)

Skills developed/responsibilities:

- Committed to producing a quality product for every client
- Provided friendly, efficient customer service
- Maintained a safe, clean and pleasant environment for customers and staff
- Balanced cash register funds at end of each shift
- Provided barista training and orientation to café operating procedures for new staff
- Workplace health and safety representative

Awarded "Employee of the Month" 3 times

RESUME TIP 5

*Don't underestimate the value of "non degree-related employment". You will have gained valuable skills that are **transferable** to more professional roles, so use this opportunity to promote yourself to your future employer.*



PROFESSIONAL MEMBERSHIPS

Beginning and Establishing Teachers' Association (BETA) – since June 2008

Early Childhood Teachers' Association (ECTA) – student member since March 2008

- Participate in monthly professional development and networking functions

Advertising Federation of Australia (Member since 2001)

- Involved in planning and implementation of 2006 National Annual AFA Conference activities as member of conference organising committee

EXTRACURRICULAR ACTIVITIES

- Children's short story writing - published 3 short stories in *Parenting* magazine
- Occasional contributor of short stories and articles on current topics of interest to Student Guild magazine *CirQUTry*
- Compete in regular triathlon events around Queensland

REFEREES

Mr Robert Walters
Prep Year Teacher
Aspley Primary School
768 George Street
Aspley Qld 4065
t 3121 9907

e r.walters@aspleyss.eq.edu.au

Robert was my supervisor on my most recent practicum placement.

Ms Deborah Mathers
P-3 Teacher
St Brigid's Primary School
132 Stafford Road
Stafford Qld 4231
t 3534 7786

e d.mathers@stbrigids.catholic.bne.edu.au

Deborah supervised my practicum placement at St Brigid's and is my professional mentor through QUT's Career Mentor Scheme

Ms Ellen Parker
Senior Media Officer
Bris 31 Television Services
Suite 7/6654 Logan Road
Greenslopes Qld 4434
t 3220 1700

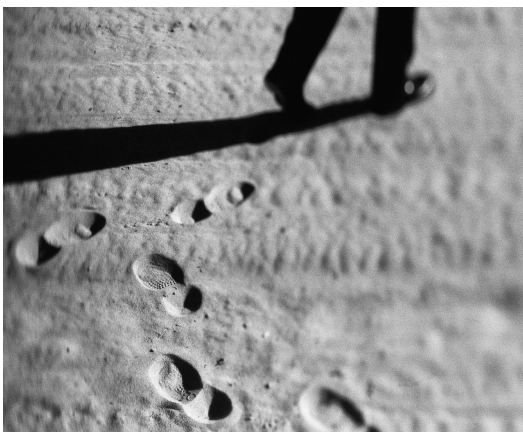
e ellen.parker@bris31.com.au

Ellen was my manager for two and a half years.

RESUME TIP 6

Make sure you keep your referees **informed** of the positions you are applying for, so that they are **prepared** for when an employer contacts them to find out more about you. It's a good idea to send them an updated resume and copies of your application letter, responses to selection criteria, etc, whenever you apply for a position.

NEED MORE HELP?



There's lots of information available to assist you to put your resume together.

- Go to **Resume Builder** which is accessed via QUT Virtual and get guidance on compiling your resume section by section.
- Check out the **Careers and Employment website** www.qut.edu.au/careers and look under Applying for a Job for info on resumes and other application paperwork as well as personal transferable skills.
- Have a look at **Australian sites** such as CareerOne for resources on resume writing. Go to <http://www.careerone.com.au/jobs/job-search/get-that-job/improve-your-resume>
- Check out the **FAQs** on the next page

RESUME FAQs



What's the difference between a resume and a CV?

The terms **resume** and **curriculum vitae/CV** are often used interchangeably, but usually a resume is the summary document that employers are seeking, and a CV is a more detailed document often used where extensive professional experience is required.



How long should my resume be?

Depending on how much experience (paid or unpaid) you have had, a new graduate's resume would usually be around 3-4 pages. Aim to find a **balance** between being concise and giving enough information to promote yourself effectively. A one page American-style resume is not usually appropriate in Australia, but wherever possible, **be guided by what an employer is requesting.**

Is it a good idea to include a photo?

A photo can be a great way to personalise your resume. However, the risk is that you could be **discriminated** against based on your appearance, ie being perceived as too young /old / serious/ flighty/ inexperienced and so on. So you could miss out on an interview based on someone's possibly inaccurate perception of you. If you like the idea of a photo, think about taking a separate copy of your resume with a photo included, when you meet with an employer. Then they have the opportunity to meet with you and hear what you have to say, and have a resume with your photo to remind them of who you are.



How far back should I go with my employment history?

Usually the most **recent** information is the most relevant for your resume. So if you've had a lot of employment experience think about limiting it to the past 5 years or so. You don't have to include everything – be **selective** and think about the **relevance** of your experience to what you are applying for. And remember to highlight the **transferable skills** from your employment!



What if I failed some of my subjects during my course – how do I put this in my resume?

Remember that the purpose of your resume is to get the employer interested in meeting with you - so think carefully about the information you include. Your resume is not a “warts and all” documentation of everything you've done in your life until now. It's **selected, relevant information** – targeted to that particular employer and job role. **So aim to highlight your strengths, skills, experiences and achievements**, and only include information that reflects you in the **most positive light**. However, that doesn't mean that you can alter the facts! If you have some failed units, include in your resume only information about units you've performed well in, or make a general statement about your overall GPA if that's worth highlighting. Think about how to **talk about negative experiences in a positive way** – you might have failed a unit, but from that experience you've learnt better time management and study skills/ when you've taken on too much and need to adjust your work-life balance/ when you need to ask for support etc.. and your grades have improved consistently since then. In this way, perceived negatives don't stop you from getting to an interview, and you will be able to promote the **learning** you have gained from the experience.



RESUME FAQs

What if I don't have any relevant experience?

Every Education student has the advantage of having relevant experience from participating in practicum placements. Make sure you highlight in your resume your key achievements and skills developed from your pracs. Also reflect on your uni and other life experiences include any other education-related experiences - research you've participate in, conferences you've volunteered at, part time work in outside school hours care, child care work, tutoring, and so on. If you don't feel that you have much relevant experience – don't despair. Focus on what you have done rather than on what you haven't, and highlight the specific and transferable skills gained from your experiences.

What if I've had jobs that involved similar skills – do I have to list them separately for each job?

Try to make your resume **interesting** and **easy to read** for potential employers. Rather than repeating similar duties/responsibilities/ skills for similar positions that you have held, think about listing each position and then do a **summary** of skills under this.

Do I need to include my interests/ extracurricular activities?

As with any part of your resume, only include information that reflects **positively** on you in relation to the position you are applying for. Your interests and extracurricular activities can be a great way to personalise your resume, present you as a **well-rounded applicant** and **add value** to your employment application and your teaching role. Think carefully about **what your interests and activities say about you** and be prepared to describe them further at interview.

Who can I list as professional referees in my resume?

Professional referees can include current or recent employers, supervisors from your practicum placements or voluntary work, your mentor, someone with whom you have built a professional relationship, or maybe even your lecturer or tutor. They are people who can comment on your **professional or employment related skills**. Make sure you **ask permission** before listing people as referees, and that you are confident that they will be **supportive** of you when providing a written or verbal referee report. Be guided by each employer regarding the types of referees to include.

How do I make my resume stand out from all the others that will be received?

Resumes are very **subjective** – everyone has their own idea of what makes a good resume. What one employer thinks is a brilliant resume, another may be unimpressed by. Get **feedback** from employers, lecturers and careers staff and work towards a resume that balances **being different** from others but still within the **comfort zone** of employers.

Experiment with **design features** such as different fonts, watermarks and borders. If you use colours, make sure your resume photocopies clearly. Use bold, uppercase, underlining or italics to highlight different sections of your resume. Use bullet points where possible, rather than lengthy text. Different types of paper can also create a different effect – again make sure your resume photocopies clearly or you risk your copied resume not looking as professional as your original.