

PERSONAL RESUME

The following is a resume builder which is designed to take you through a step by step process in developing your resume. It is important that you include all relevant job experiences in a concise manner. Your resume is a snap-shot of you and the person reading it knows nothing about you and will make decisions regarding such things progression to interview based on the contents of your resume. The resume is your advertisement and the more clear information you provide the better it will work for you.

NAME:

ADDRESS:

TELEPHONE :
(home and Mobile)

EMAIL:

EDUCATION:
(Start with most recent)

Post graduate:
(Course & year
completed)

Undergraduate:
(Course & year
completed)

Tafe:
(Course & year
completed)

Work courses:
(Course & year/s
undertaken)

School:
(Level & year
completed)

EMPLOYMENT HISTORY

Your current or most recent job

From: (include month
and year)

To: (include
Month and year)

Name of company:

Location

What company
does/provides:

Position (title):

Duties/Responsibilities:
(list in point form)

Be as comprehensive as possible here. List
EVERYTHING you do/did. Start with most important.
Take time to really think about exactly what the job
involved and write it down!

•

•

•

•

•

•

•

•

•

•

Major Achievements:
(Not essential though useful)

•

•

Reason for Leaving:

Why did you leave?

Comments/additional information:

Your next most recent job

From: (include month
and year)

To: (include
Month and year)

Name of company:

Location

What company
does/provides:

Position (title):

Duties/Responsibilities:
(list in point form)

Again, be as comprehensive as possible. List
EVERYTHING you did and start with most important.

•

•

•

•

•

•

•

•

Major Achievements:
(Not essential though useful)

•

•

Reason for Leaving:

Why did you leave?

Comments/additional information:

Your next most recent job

From: (include month
and year)

To: (include
Month and year)

Name of company:

Location

What company
does/provides:

Position (title):

Duties/Responsibilities:
(list in point form)

Again, be as comprehensive as possible. List
EVERYTHING you did and start with most important.

•

•

•

•

•

•

•

•

Major Achievements:
(Not essential though useful)

•

Reason for Leaving:

Why did you leave?

Comments/additional information:

Your next most recent job

From: (include month
and year)

To: (include
Month and year)

Name of company:

Location

What company
does/provides:

Position (title):

Duties/Responsibilities:
(list in point form)

Again, be as comprehensive as possible. List
EVERYTHING you did and start with most important.

•

•

•

•

•

•

•

•

•

Reason for Leaving:

Why did you leave?

Comments/additional information:

If there are more jobs, please copy another page.

SYSTEMS USED: List all computer programmes you have used and have a good working knowledge of:

INTERESTS: (briefly list your personal interests - optional)

REFERENCES: It is best to list two employment references (preferably people you have reported to)

Name:

Position/Company:

Telephone:

Name:

Position/Company:

Company:

Telephone:

Some Tips for preparing your resume:

- Make sure the document looks good – margins are consistent; information is properly ordered and easy to follow.
- Check for typing, spelling and grammatical errors.
- Ensure you get another person to read through and provide feedback.
- Regularly review your resume to ensure that it is relevant and properly describes your experiences.