RESUME CHECKLIST

The following is general advice on how to draft a professional graduate resume. There is no one way to write a resume – the most important consideration is to **tailor your resume to the particular job / position**.

Always follow the specific requirements of job advertisements or industry standards.

Example resume templates: http://careers.unimelb.edu.au/students/applying-for-work

FORMAT AND PRESENTATION
Your resume is a marketing document. As such, you must pay careful attention to presentation and formatting to ensure it is clear, easy-to-read and mistake-free. Please ensure page breaks are logical and do not split related information.

Length 2-3 pages. Three pages should be the maximum for a professional graduate resume. Resumes for part-time, casual positions are generally 1-2 pages.	
Layout is consistent.	
Tabs are aligned and line spacing is even.	
Format is clear and easy to read – not overcrowded, enough white space is used throughout.	
Style is consistent (eg. font type, font size consistent, bullets, bold).	
Page numbers are included (eg. 1 of 2).	
Contact details are included, ie. name, phone number, and email. Optional: LinkedIn URL and residential address.	
Non-essential personal details are excluded: gender, photo, age, religion, or marital status.	

CONTENT: WRITING

Spelling, grammar and punctuation: you must check your spelling and grammar to ensure your document is accurate.	
Verb tenses: use past tense to describe previous experiences.	
Dot points: use dot points where appropriate to efficiently convey information.	
Concise language: use clear and concise language. Your resume should briefly convey key information.	
Achievement statements: Your experiences, including work and extra-curricular experiences, should include strong achievement statements. These are usually structured using a verb (in past tense) + skill + result / outcome, *eg. Collaborated as part of a team that delivered ahead of schedule and received positive feedback from a supervisor and team members.*	

CONTENT: STRUCTURE

Career objective / profile: This is a highly targeted statement that aligns your unique experience and skill to a specific organisation or position. A career **objective** should state your goals whereas a career profile gives a brief summary of your key achievements and / or skills to date.	
Education: Include full qualification title, name of university, most relevant subjects and major / s. Include thesis topic if necessary.	
Key / technical skills: This section may be included if it is important to highlight your technical skills (eg. engineering program or laboratory skills), or if you feel other key technical or transferable skills need to be highlighted. Sometimes information related to this heading may be addressed in other areas of your document and may not be necessary.	
Relevant work experience / projects: List in reverse chronological order with dates clearly indicated. Include examples of technical and transferable skills developed through effective achievement statements.	
Other work experience: List in reverse chronological order with dates clearly indicated. Include examples of technical and transferable skills developed through effective achievement statements.	
Extra-curricular activities: List in reverse chronological order with dates clearly indicated. Include examples of technical and transferable skills developed through effective achievement statements.	
Referees: include contact details or list as 'available on request'.	