



**Building Your Resume** – *If you do not yet have a resume or looking to update yours, consider using these steps to begin building a summary of your career.*

### Personal Details (Banner of Resume)

- Name
- Address and Phone Numbers, Email Address
- Education Qualifications
- Photo - optional

### Professional Profile

This is your ½ or ¾ page "advertisement" to an employer and should state straight forwardly why you would be of value to the organisation you are seeking to join, by describing your attributes and experience.

### Professional Expertise

Describe why you are an expert, you may choose to support each with a brief narrative or list some recent key achievements relevant to the main expertise.

### Recent Key Achievements

<b>Financial Achievements?</b>	
<b>Operational Achievements?</b>	
<b>Growth Achievements?</b>	

### Recent Employment

<b>Employer</b>	<b>Title</b>	<b>Period</b>

### Education, Qualifications, Accreditations & Memberships

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### Career History (maximum 4 pages):

#### Format

- Company/Organisation Name
- Your Title (who you reported to)
- Date commenced work and date finished
- Company size and products/services
- Job dimensions, number of people supervised, equipment overseen and other key quantifiable aspects of the portfolio (sales, expenses etc)
- Dot point of specific responsibilities
- Major achievements – referencing challenges and outcomes with metrics

#### **Key points to remember:**

- Show your final draft to other people and ask for their feedback
- Take a critical view of your resume - is it well organised? Is your writing style positive and persuasive? Is your resume going to grab a prospective employer's attention - does it say everything that might interest them and nothing, which will waste their time?
- Job history showing most recent job first
- Standardised format throughout
- If in doubt, leave it out.