

Career Development Program - Day 1 ^{Australian} Resume Writing

What should be included?

- skills
- experiences
- attributes
- qualifications, achievements

Q Australian resume?

- professional introduction
- purpose: secure an interview ??
- aka CV

Get the readers excited!
interested!

Q Resume Content

Skills

- technical (hard, learned in formal studies) ^{specific to industries.}
- transferable (communication, problem solving, teamwork)

Experiences

- paid work/internship
- casual job
- volunteering/extracurricular

Achievements

Member of professional association

↳ Join? (canvas link)

Q Format

- clear, easy to read
- concise, (1~3 pages) ^{2 page recommended.}
- well-presented & professional (minimal format = less colors, less fancy headers)
- consistent
- word/PDF
- remove bias (don't include pictures, gender, age, religion, etc.)

Simple flow
↳ (x columns, x boxes)

↳ ing screenshot in repo

CV 360
also, bots can also scan
resumes ∴ simple docs
easier for bots &
humans as well.

Objective (profile)

- Short statement summarising what you have to offer and what firm looking for.
- Focus on skills/attributes requested in job ad.

ad's nth year ^{degree} student ^{with} experience (intern)

seeking to do key strengths include a, b, c

Education Bachelor of Computing

University of Sydney 2021 ~ June 2026

- major / minor
- subjects / ~~projects~~ I'd like to highlight

Employment / Experience (Relevant Exp)

Job Title

Organisation

- provided
- developed
- organised
- created
- participated

References

- supervisors, managers, senior colleagues

~ 2 ppl

Name

Job title

email / phone number

} ask for permission!

Skills

- list of skills + some evidence

Other optional

- volunteering / extracurricular / member of professional organisations.
- certifications (virtual internship, LinkedIn Learning)
- Interests (chess, etc)
- publications / conferences

Refining resume

- UK/ AU English
- correct tense (past or present)
- x pronouns
- Action verbs to describe experienced (^{originated}negotiated, co-~~originated~~, demonstrated).
- clear & factual

Editing Resume

- update for each job application
 - read the job ad to identify key skills
 - most important info should come first!
- ★ Think broadly!