

## Sample Resume Guide

**Important Tip:** Avoid submitting your resume as a .PDF. Some recruitment systems may not read them properly. Instead, use .doc, .docx, or .rtf formats.

### Standing Out in a Competitive Job Market

If you've completed Year 10 or and have some work experience, you already have valuable skills employers look for. The key is to present them effectively in your resume.

Entry-level jobs attract many applicants, so your resume needs to highlight your strengths and make you stand out.

### What to Include in Your Resume

A well-structured resume should focus on:

- **A brief personal statement** summarising your experience and strengths.
- **Key skills** relevant to the job, with examples of how you've used them.
- **Personal qualities** that make you a reliable and hardworking team member.
- **Work experience highlights**, including achievements and contributions in previous roles.
- **Any unpaid experience**, such as student work placements, volunteering, or community involvement, that demonstrates your abilities.

### Additional Information to Consider

You can also include:

- Written references or short testimonials from previous employers.
- Hobbies and interests relevant to the job or company.
- Participation in sports teams or community clubs, if it relates to the role.

### Resume Length

Your resume should ideally be one or two pages long. If it's three pages or more, you may need to shorten it by keeping only the most relevant details.