

## 2. RESUME WRITING

A resume is not a one off event, something you just write once and forget about. It is continually changing, as you learn new skills and develop your personal qualities, so your resumes should evolve. A resume provides an opportunity for you to tell an employer what employability skills and attributes you have:

There are some simple rules to ensure you have a good resume:

### **Resume Rules:**

1. Easy to read – write short, concise sentences. Use action verbs to begin each sentence or phrase (examples: created, exhibited, repaired, motivated, presented).
2. Up-to-date – ensure your resume is current.
3. Examples – provide as many examples as possible, however don't get too personal. No one usually cares that you do needlework or collect trains. Do not include your date of birth or picture on your resume.
4. Targeted Employer – put the concerns of your potential employer ahead of your own needs. This may mean rewriting your resume several times in order to focus on various aspects of your accomplishments to suit the job you are applying for.
5. Get it checked & check it again – have someone proofread your final copy for any spelling errors
6. Current Referees – it is also important to inform the person/s you have put down as a referee.

There is not one right way to write a resume - however a resume does need to be clear and relevant.

 **Activity:**

The advertisement below has been placed in the newspaper and five people have applied to work at Kingston Aged Care. Put yourself in the place of an employer and working in groups of two or three compare the resumes you have received. Rate the resumes from 1 (lowest) to 5 (highest) and against each one, list at least three pros and cons relating to each resume:

**CARE ASSISTANT REQUIRED**

Kingston Aged Care Services is one of the leading providers of aged care services in Queensland. Our values require the highest standards of care for our residents.

Duties of the Care Assistant will include all the personal care needs of our residents, as well as some clerical duties related to record keeping. Knowledge of Microsoft Word will be well regarded. To succeed in this role you will be a very caring individual with the ability to relate to senior citizens. Dedication, enthusiasm and a sense of humour will be well regarded.

Send a resume only to:

**The Management Committee  
KINGSTON AGED CARE SERVICES  
101 Wembley Street, KINGSTON QLD 4540**

**Resume 1:**

Rating:     1     2     3     4     5

Pros: \_\_\_\_\_  
\_\_\_\_\_

Cons: \_\_\_\_\_  
\_\_\_\_\_

**Resume 2:**

Rating:     1     2     3     4     5

Pros: \_\_\_\_\_  
\_\_\_\_\_

Cons: \_\_\_\_\_  
\_\_\_\_\_

**Resume 3:**

Rating:     1     2     3     4     5

Pros: \_\_\_\_\_  
\_\_\_\_\_

Cons: \_\_\_\_\_  
\_\_\_\_\_

**Resume 4:**

Rating:     1     2     3     4     5

Pros: \_\_\_\_\_  
\_\_\_\_\_

Cons: \_\_\_\_\_  
\_\_\_\_\_

**Resume 5:**

Rating:     1     2     3     4     5

Pros: \_\_\_\_\_  
\_\_\_\_\_

Cons: \_\_\_\_\_  
\_\_\_\_\_

