

A decorative graphic consisting of three blue circles of varying sizes and two thin blue lines. One line starts from the top left and goes towards the top circle. Another line starts from the top left and goes towards the middle circle. A third line starts from the top right and goes towards the bottom circle. The circles are semi-transparent blue.

SDIEA – YEAH Program

Resume Writing

This worksheet contains information on writing your resume, what details it should include and suggestions for content.

Personal Details

Name: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Date of Birth: _____

Drivers Licence: _____

Ambition or Employment Objective

Educational Background

School: _____

Year Completed: _____

Subjects Studied

→ _____

→ _____

→ _____

→ _____

→ _____

→ _____

Employment History

Business Name _____

Duration: _____

Position _____

Duties included: → _____

→ _____

→ _____

→ _____

→ _____

→ _____

Business Name _____

Duration: _____

Position _____

Duties included: → _____

→ _____

→ _____

→ _____

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→ _____

Business Name _____

Duration: _____

Position _____

Duties included: → _____

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Certificates and Achievements

→ _____
→ _____
→ _____
→ _____
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→ _____

Current Skills and Competencies

→ _____
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→ _____

Personal Qualities

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Sporting and General Interests

→ _____
→ _____
→ _____
→ _____

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→ _____
→ _____

Referees

Person's full name, business name, position and phone number

Examples of Career Objectives

- Seeking a challenging position in a warehouse environment where my stock-picking skills can be put to good use
- Looking for a job in warehousing where I can gain new skills and use them to my employers best advantage
- Experienced administrative assistant with over three years of experience, seeks position where knowledge and skills can be applied
- To secure an entry level position in a company where I can gain knowledge of the industry , develop this knowledge and advance my opportunities
- To secure employment utilising my experience and people skills
- I would like to obtain a job with long term prospects, preferably in the building and construction industry
- To secure a position where my qualities of a fast learner and the ability to take on new challenges can be used
- Experiences shop assistant in the clothing industry seeks a position where my skills and knowledge can be applied
- To secure a position where my five years experience as a sporting team representative for Queensland can be utilised
- To secure a position where my existing skills in the areas of administration and customer service can be utilised by a progressive and innovative company
- To secure a position where my ability to communicate and liaise effectively with a diverse client group in a friendly and diplomatic manner can be put to good use
- To secure a position where by hard work, dedication and the ability to acquire new skills will advantage any company I work for
- To find a job where my skills as a metal worker can be put to good use
- I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks. I am a strong team player and always complete tasks to a high degree of quality and to deadline

Who can be my referee?

Who to ask?

A referee is anyone who can vouch for what you are like as a person and what you are like to work with. When choosing someone to be your referee, think about people who can say good things about you to potential employers.

How do I go about getting a referee?

To get a referee, all you have to do is ask for their permission and their contact details. When someone agrees to be your referee, it means that they'll let you pass on their contact details to any potential future employers. They should be ready and willing to answer a phone call or email to provide information that complements your job application or resume.

What do I need to tell them?

Make sure you ask each of your referees for their correct name, job title and current contact details. Let them know that you are applying for jobs and that they may be contacted and asked to answer some questions about you.

You could also let them know a little bit about the kind of jobs you are applying for (e.g., a job description and the name of the company that may contact them).

Employers usually contact referees after they've interviewed you, so it's a good idea to contact your referees after your interview to let them know to expect a call. This will also let you make sure your referees will be available when your potential new employer tries to call them.

Employers will not be impressed if referees sound surprised when they are called. This makes it look like you aren't any good at communication or organisation.

How many do I need?

If you answered a job advertisement, the advertisement may specify how many referee contacts you need. If it's not specified by the ad, or if you got the interview through cold-calling or word of mouth, the usual number is two or three.

If you have more than three referees, pick the ones which best match the job you're going for and who will be easiest for the employer to contact.

Referees vs. written references

Most employers prefer to talk to a referee in person, so providing your referees' contact details is usually enough. Contact details for your referees should be the last thing on your resume.

If a job advertisement asks you to provide referees and their contact details in your application, then include them - but make sure you obtain your referees' permission before you submit your application.

There are situations, however, where written references may be useful. A written reference is like a letter from your referee to any future employer and includes a description of:

- The kind of work you did
- How well you did it
- What you were like to work with

If you have written references, you should consider including one or two with your cover letter and resume, but only if they relate specifically to the skills or experience required for the job you're applying for. Otherwise it's best to leave all your references and certificates out of your application - the less your potential new employer has to read, the better.

What if I get the job?

Regardless of whether or not you got the job, you should always thank your referees after you know the result of your job application.

Even if you were unsuccessful, your referees may have some valuable information about the questions they were asked during the referee check. This kind of inside information could really help you with your next job application or interview.

Action Words by Category

Accomplishment

Achieve
Accomplish
Create
Expand
Improve
Pioneer
Reduce
Resolve
Restore
Transform
Clerical Skills
Approve
Arrange
Catalogue
Classify
Collect
Compile
Despatch
File
Generate
Implement
Inspect
Monitor
Operate
Organise
Prepare
Process
Purchase
Record
Retrieve
Send
Sort
Tabulate
Type

Communication Skills

Address
Arbitrate
Arrange
Collaborate
Convince
Correspond
Debate
Develop
Direct
Draft
Edit
Enlist
Formulate
Influence
Interpret
Lecture
Mediate
Moderate
Motivate
Negotiate
Persuade
Promote
Publicise
Reconcile
Recruit
Speak
Translate
Write

Creative Skills

Act
Carve
Conceptualise
Conceive
Cook
Create
Customise
Decorate
Design
Develop
Direct
Fashion
Find
Illustrate
Initiate
Institute
Integrate
Introduce
Invent
Landscape
Originate
Perform
Plan
Revitalise
Sew
Shape

Financial Skills

Administer
Allocate
Analyse
Appraise
Audit
Balance
Budget
Calculate
Compute
Develop
Estimate
Evaluate
Manage
Market
Plan
Project
Research

Helping skills

Advocate
Assess
Assist
Clarify
Coach
Demonstrate
Diagnose
Educate
Empathise
Facilitate
Familiarise
Guide
Listen
Mediate
Motivate
Nurse
Refer
Represent

Management Skills

Administer
Analyse
Assign
Attain
Appraise
Audit
Balance
Budget
Calculate
Consolidate
Contract
Coordinate
Delegate
Develop
Direct
Evaluate
Execute
Improve
Increase
Market
Organise
Oversee
Prioritise
Plan
Produce
Project
Recommend
Review
Schedule
Supervise

Physical Skills

Apply
Assemble
Catalogue
Check
Clean
Connect
Construct
Control
Cultivate
Cut
Dig
Drill
Drive
Erect
Fill
Fit
Fold
Insert
Install
Lift
Locate
Measure
Mix
Operate
Rebuild
Regulate
Renovate
Repair
Replace
Sort
Spray
Spread
Unload

Research Skills

Analyse
Assess
Clarify
Collect
Diagnose
Evaluate
Examine
Extract
Identify
Inspect
Interpret
Interview
Investigate
Organise
Review
Summarise
Survey

Service Skills

Advice
Answer
Arrange
Assist
Change
Clean
Collect
Deliver
Explain
Inspect
Maintain
Prepare
Receive
Remove
Sell
Serve
Show
Wash

Teaching Skills

Adapt
Advice
Clarify
Coach
Communicate
Coordinate
Demystify
Develop
Enable
Encourage
Evaluate
Explain
Facilitate
Guide
Inform
Initiate
Instruct
Motivate
Persuade
Plan
Set goals
Stimulate
Train

Technical Skills

Assemble
Build
Calculate
Compute
Construct
Design
Devise
Engineer
Examine
Fabricate
Maintain
Make
Navigate
Operate
Overhaul
Produce
Program
Remodel
Repair
Sensitise
Solve
Test
Upgrade