



Government of **Western Australia**
Department of **Training**
and **Workforce Development**



Your resume toolkit

Getting started

Your resume toolkit

getting started

A step-by-step guide to creating your resume.

What is a resume?

A resume is a document that shows your skills, knowledge and experience. In Australia, it's also called a curriculum vitae or CV. Your first resume will be one to two pages long and will get longer as you gain more experience.

Why is a resume important?

It helps you create a positive impression by highlighting what you can do and what you have done. Employers use resumes to decide who to interview and then who gets the job. A good resume makes you stand out.

What can a resume be used for?

A resume can be used to apply for jobs, TAFE courses, scholarships, or any opportunities that require highlighting your skills and achievements.

Guide for writing a good resume



Be clear and brief

Keep it short and easy to read.



Use a simple layout

Avoid fancy fonts and colours.



Highlight key points

Focus on your skills and experiences.



Customise for each job

Tailor your resume to match the job you're applying for.



Use strong words

Start bullet points with action verbs like "completed" or "created."



Include education

List your most recent education first.



Check for mistakes

Proofread for spelling and grammar errors.



Add contact information

Include your name, phone number, and email at the top.

Work through each of the **Your Resume Toolkit** sections to discover all the amazing things you have to offer!

Contact details

If an employer likes your resume, they need your personal details to contact you for an interview.



Activity: Complete the information below about your contact details.

Contact Details	Answer
Your name	
Your phone number	
Your email	
Your suburb, state, post code*	

**full address details and age are not required on your resume*



Education

The education section highlights your academic background and relevant courses, showing employers your qualifications and commitment to learning.



Activity: Complete the information below for your current schooling or education pathways, include relevant skill sets and recent learning or courses for example, e-learning.

	Example	Answer
School name	XYZ Senior High School	
Year level	Year 11	
Subjects of study	Maths, English, IT, Social Sciences, Physical Education	
Awards	Certificate of Merit in Science	



Tip: Are you studying a Skill Set, Certificate I, II or III? You can include that in your resume too. If you are currently studying complete the activity below. If not, skip to the **Skills section**.



Activity: Complete the information below for your Skill Set, Certificate, TAFE or Registered Training Organisation (RTO) course.

	Example	Answer
Training Provider	XYZ TAFE	
Qualification Name	Certificate II in Business	
Date Commenced	February 2024	

Skills

Including skills in a resume is important because it highlights your abilities and strengths, showing employers what you can bring to the workplace.



Activity: Put a checkmark beside 5 to 10 skills below that you believe you're good at. You can add your own in the blank spaces at the bottom and you can refer to the Skills Checklist separate to this document.

Skill	Definition	Skill	Definition
Communication	Clear speaking and writing.	Critical thinking	Analysing information to make decisions.
Teamwork	Working well with others.	Conflict resolution	Handling disagreements or resolving issues.
Time management	Prioritising tasks and meeting deadlines.	Initiative	Starting tasks without being told to.
Problem-solving	Finding solutions to challenges.	Multitasking	Managing several tasks at the same time.
Leadership	Leading a group or taking charge.	Dependability	Being reliable and trustworthy.
Adaptability	Handling changes and new situations.	Collaboration	Working with others towards a common goal.
Research skills	Finding and analysing information.	Listening skills	Actively listening and understanding others.
Organisation	Keeping tasks, projects or environments organised.	Learning agility	Quickly picking up new skills or knowledge.
Computer skills	Using software like Word, Excel, etc.	Multilingual	Being able to speak more than one language.
Social media skills	Managing or posting on social platforms.		
Attention to detail	Focusing on small but important details.		
Creativity	Coming up with new ideas or thinking outside the box.		

Skills



Activity: Select three of the skills from the previous activity and write where or when you have used them.

Skill	Demonstration
Teamwork	When playing basketball.
Problem solving	Finding ways to do things that are simpler or use less time.



Tip: Consider how you can demonstrate using these skills as an advantage for the job or role that you are targeting.



Example: Time management - I balance my time throughout my day to ensure priority and important tasks are completed and achieved.



Experiences

Not everyone has paid work experience but did you know that this section of your resume can include unpaid experiences such as workplace learning and volunteering?



Activity: Select an experience you can include in your resume, add the type of experience (for example paid employment, workplace learning, volunteering, etc.).

Experience	Type
Coaching school's year 9 basketball team	Volunteering.
Mentoring colleagues at work	Skills sharing and volunteering time.



Activity: Now select one of your experiences and list up to five tasks you completed during that experience.

Experience	Type
Coaching school's year 9 basketball team	Teach students proper playing techniques.
	Plan training sessions and drills to prepare players for games.
	Set up training drills using equipment.
	Communicate with team about playing times.
	Coach the team during games.
Experience	Type

Extracurricular activities

Extracurricular activities show your involvement outside of the classroom. These can show skills like teamwork, leadership and time management through participation in sports, clubs or creative pursuits – otherwise known as hobbies and interests.



Activity: List any extracurricular activities you participate in.

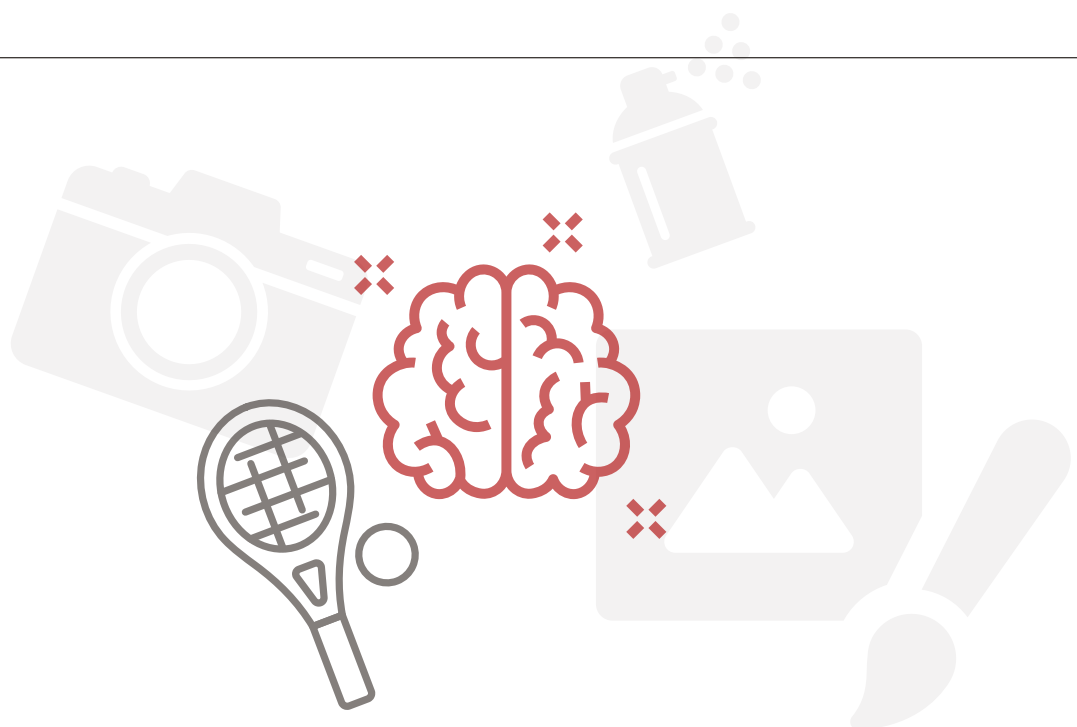


Tip: Activities can highlight your strengths and how you can add value - make them count.

Extracurricular activity

Dance

Art classes



Referees

Referees are people that an employer can contact to ask about your character, skills and work ethic.

A reference is the written document or a statement from a person you have worked for or that has known you personally for more than a year.*

**This should not be a family member.*



Activity: Identify two people you could ask to be a referee.

Referee's name	How do you know them?
Mr Bill Blogs	Year 11 Math Teacher.
Ms Jill Jones	Manager at work.



Tip: When you can, ask permission from the person to be used as a referee. If they say yes collect the following details from them.

Referee #1	
Name	
Job position	
Organisation they are from	
Phone number	
Email address	

Referees

Referee #2	
Name	
Job position	
Organisation they are from	
Phone number	
Email address	

What are some good things they will say about you?

Example: Craig is an excellent timekeeper and is never late.

What are some things they'd say you could improve on?

Example: Craig could improve his ability to take notes in meetings to enable him to refer back on.

Summary statement

A summary statement is a short paragraph to introduce you and your resume. Normally, it would be located after your **Contact details** at the start of your resume as a brief introduction.



Activity: Reflect on the sections you have completed above and think about what you would include in a three sentence summary about yourself.

Prompt	Your answer
My pronouns are...	
I enjoy subjects like...	
Other languages spoken at home...	
I'm interested in...	
I have experience from...	
Outside of school or work I participate in...	
I'm good at...	

Completing your resume

You have done the hard part, now you can bring over all your fantastic information into a resume format.



Activity: Use the **Your Resume Toolkit Workbook** to create your new or updated resume. You may have some further work to do like coming up with responsibilities for other experiences or contacting your references for their phone number and email address.



Tip: If you'd like your completed resume reviewed or any other assistance, please contact your local Jobs and Skills Centre via jobsandskills.wa.gov.au/jobs-and-skills-centres or call us **13 64 64**.

METROPOLITAN AND REGIONAL JOBS & SKILLS CENTRE LOCATIONS



BALGA | North Metropolitan TAFE

18 Loxwood Road, Balga WA 6061
 ✉ balgajsc@nmtafe.wa.edu.au

JOONDALUP | North Metropolitan TAFE

35 Kendrew Crescent, Joondalup WA 6027
 ✉ joondalupjsc@nmtafe.wa.edu.au

MIDLAND | North Metropolitan TAFE

Corner Lloyd Street and Eddie Barron Drive, Midland WA 6056
 ✉ midlandjsc@nmtafe.wa.edu.au

PERTH | North Metropolitan TAFE

30 Aberdeen Street, Northbridge WA 6003
 ✉ perthjsc@nmtafe.wa.edu.au

BROOME | North Regional TAFE

68 Cable Beach Rd East, Broome WA 6725
 ✉ broomejsc@nrtafe.wa.edu.au

KARRATHA | North Regional TAFE

Lot 2598 Dampier Hwy, Karratha WA 6714
 ✉ karrathajsc@nrtafe.wa.edu.au

KUNUNURRA | North Regional TAFE

79 Coolibah Drive, Kununurra WA 6743
 ✉ kununurrajsc@nrtafe.wa.edu.au

PUNDULMURRA | North Regional TAFE

18 Parker Street, South Hedland WA 6722
 ✉ hedlandjsc@nrtafe.wa.edu.au

ARMADALE | South Metropolitan TAFE

25 Church Avenue, Armadale, WA 6112
 ✉ armadalejsc@smtafe.wa.edu.au

FREMANTLE | South Metropolitan TAFE

1 Fleet Street, Fremantle WA 6160
 ✉ fremantlejsc@smtafe.wa.edu.au

MANDURAH | South Metropolitan TAFE

2 Education Drive, Greenfields WA 6210
 ✉ peeljsc@smtafe.wa.edu.au

ROCKINGHAM | South Metropolitan TAFE

Simpson Avenue, Rockingham WA 6168
 ✉ rockinghamjsc@smtafe.wa.edu.au

THORNIE | South Metropolitan TAFE

Burslem Drive Thornlie, WA 6108
 ✉ thorniejsc@smtafe.wa.edu.au

ALBANY | South Regional TAFE

5 Anson Road, Albany WA 6330
 ✉ albanyjsc@srtafe.wa.edu.au

BUNBURY | South Regional TAFE

Robertson Drive, Bunbury WA 6230
 ✉ bunburyjsc@srtafe.wa.edu.au

COLLIE | South Regional TAFE

Collie Central, 56 Forrest Street, Collie WA 6225
 ✉ colliejsc@srtafe.wa.edu.au

GERALDTON | Central Regional TAFE

173-175 Fitzgerald St, Geraldton WA 6530
 ✉ midwestjsc@crtafe.wa.edu.au

KALGOORLIE | Central Regional TAFE

34 Cheetham St, Kalgoorlie WA 6430
 ✉ goldfieldsjsc@crtafe.wa.edu.au

NORTHAM | Central Regional TAFE

LOT 1 Hutt Street, Northam WA 6401
 ✉ wheatbeltjsc@crtafe.wa.edu.au

SPECIALIST SERVICES

Culturally and linguistically diverse

Multicultural Services Centre of WA

CANNINGTON | MIRRABOOKA

7 Mallard Way, Cannington WA 6107
 20 Cobbler Place, Mirrabooka WA 6061
 ✉ jscteam@mscwa.com.au
 08 9328 2699

People exiting the justice system

Outcare

JANDAKOT

Level 2 631 Karel Avenue, Jandakot WA 6164
 ✉ reception@outcare.com.au
 08 6263 8622

