

REFRESH YOUR RESUME

SKILLS AND JOBS CENTRES

Today's job market is particularly competitive, so it is more important than ever to have an up-to-date resume to increase your chances of getting an interview.

A great way to begin your job search is to give your resume a quick makeover – especially if it hasn't been updated in a while.

Remember to include:

Your **NAME** and **CONTACT DETAILS**

Your **CAREER OBJECTIVE**

A comprehensive list of your **SKILLS**

Your **EMPLOYMENT HISTORY**, including concise description of the main **TASKS** undertaken within each role

Your **EDUCATION** and/or other relevant **QUALIFICATIONS**

A statement that **REFERENCES** will be "Available on request"



Important points to note:

- *Tailor your resume to suit each specific role you are applying for*
- *The first page of your resume is crucial – it 'sets the scene'*
- *Avoid heavily-formatted templates*
- *Limit your resume to 2-pages maximum*
- *Update your resume regularly so that it is 'ready to go'*

NEED HELP? Contact the Skills and Jobs Centre at sjc@vu.edu.au to speak with one of our Career Advisors, or visit www.skills-jobs-centres.com.au for more information