



# THE ULTIMATE GUIDE TO AUSTRALIAN RESUMES

An Australian Resume can be quite different to many other resumes or CVs. Technically speaking there is a difference between a CV (Curriculum Vitae or "Course of Life") and a resume. A CV is usually used to provide a record of your academic and professional achievements while a resume is a document that you would give an employer to show your work history. It really is a summary of your work experience and/ or job-related achievements. In Australia the word commonly used to describe either CV or resume, is simply resume.

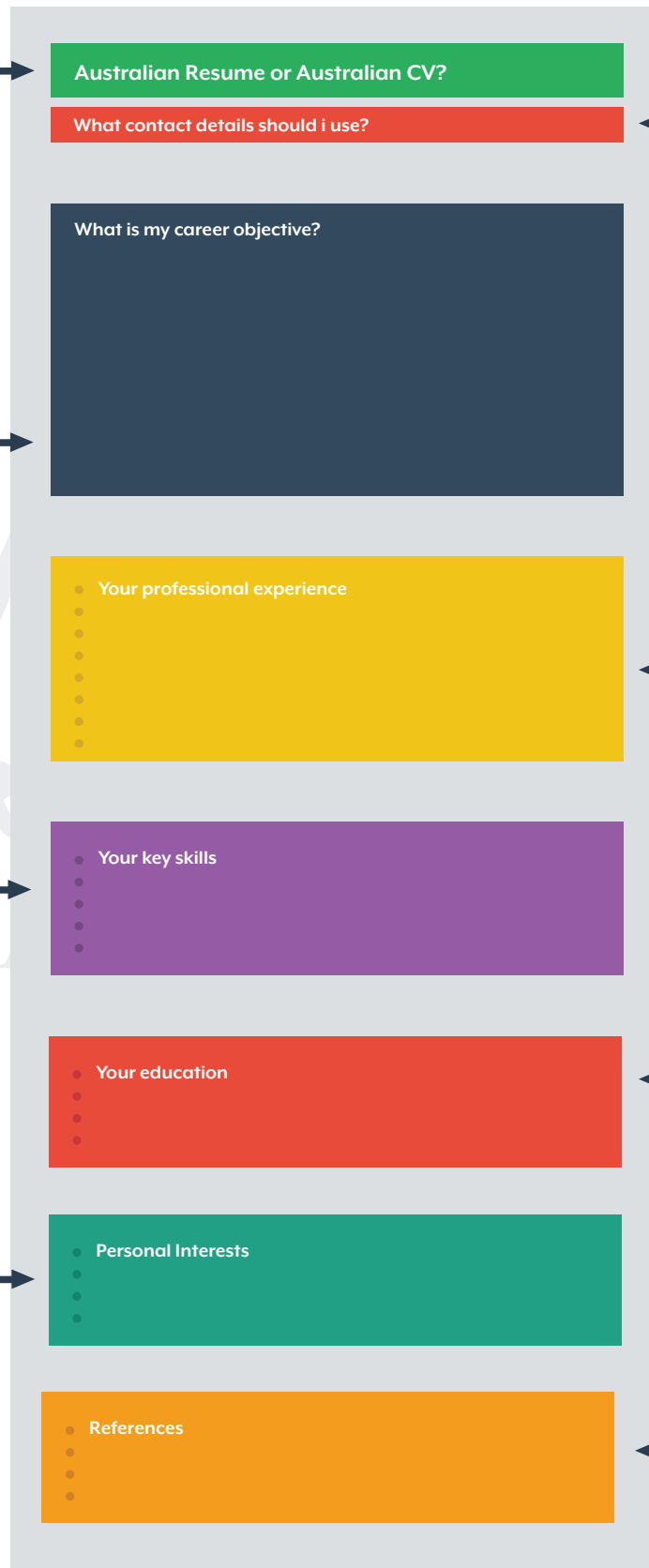
In this part, you should write about what you would like to do in your future career. Be as clear as possible about this. It does not need to be long. The HR manager or recruiter needs to see immediately why you are applying for this job and what you can bring to the table.

Here you can list the skills that you will bring to the position or career you are applying for. You can add personal skills as well as technical skills.

Here you can give more information about yourself to help the employer better understand what motivates you, what your personal skills and strengths are and how they will help you become a valuable new team member.

- References

You can either list your references with their Name, Job title, and Contact number or simply leave this as "References are available on request".



Provide your contact details by giving your full first and last name and a permanent address. You should also include your email address and the phone number you can be reached at throughout the day. Additionally, you can also include your skype address if you are not in Australia.

List the Job Title, the company Name and the Location. You can also list the Company's website. Do not forget to provide the dates of employment as well. Write 1-2 sentences about the company and your responsibilities with the company. List your key achievements as detailed as possible. Give examples and provide numbers where possible.

List the Name of the Institution, the Location, the Course Title and the Grade/ Degree.

You can either list your references with their Name, Job title, and Contact number or simply leave this as "References are available on request".

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## FREQUENTLY ASKED QUESTIONS

### **Q. How long should my Australian Resume be?**

**A.** An Australian Resume can be quite long in comparison to UK or USA resumes but it should not be longer than 4 pages. A graduate position should roughly cover 1-2 page, mid-level manager or professional should cover 3-5 pages and a senior level manager or executive can have a resume between 3-5 pages long.

### **What Format should my Australian Resume be in?**

**A.** There is no one-stop solution but generally speaking, you want to stay with the following order:

Contact Details

Career Objective

Skills

Professional Experience

Education

Technical Skills/Personal interests

References

You do NOT need to provide your age or picture. Under Australian law employers are not allowed to ask about age, race, marital status or religion as that could be used to discriminate the candidate



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