



An Australian Government Initiative

## Create your résumé



What every job seeker needs to know



**JobNetwork**  
An Australian Government Initiative


# Helping Job Network help me.....

**Get the job I want...** by making sure the information in my résumé is clear, accurate, relevant and up-to-date.

Giving accurate and detailed information to your Job Network member will make a big difference to the type of jobs that appear on your JobList!

### What you need to consider...

- > Where do I want my job to be located?
- > Do I want full-time or part-time work?
- > Do I want permanent, casual or contract work?
- > What type of position am I looking for?
- > What type of occupation do I want?
- > What skills have I got?



**Why...**because your details have to align with the advertised job details. The more accurate and specific your details, the better the quality of the list of job opportunities you will receive.

### What does it mean...?

**Location...**you can choose to be matched to locations anywhere in Australia. However, to get the best connection to the job you want, at the location you prefer, try to narrow down your search by naming the exact location. For example:

- > Broad search - Sydney
- > Specific search - Parramatta, Penrith, Campbelltown

**Work Type (hours)...**this refers to the number of hours you want to work per week. You will have a choice of full-time, part-time, casual or a combination of these.

**Job Duration...**are you looking for a permanent job, or would you prefer a contract? For example, *6 months work*.

**Options...**this section lets you nominate jobs that are:

- > Apprenticeships or Traineeships
- > Jobs designed for Indigenous Australians
- > Jobs suited to graduates or school leavers
- > Shift-work jobs
- > Jobs that specifically require you to have your own transport.

**Specific Occupations...**this information is extremely important. When choosing a job title try to be as specific as possible. This means you will be referred to jobs which are most relevant to you. You are able to choose more than one job and your Job Network member will help you with this.

**Skills...**why are skills important? Your skills are taken into account, so the right person is referred to the right job. Only a limited number of job seekers can be referred to each job.

**So...**the more specific the skills you list (for example, forklift licence or typing speed of 60 words per minute), the better your chance of being referred to a job lead.

## What else do I need to know?

**Notification details...**this is how you want to be told about your messages, appointments and potential jobs.

You can choose to be notified by:

- > Email
- > SMS if you have a mobile phone
- > Your Personal Page on JobSearch. You can view messages, appointments and a list of job opportunities
- > Telephone message bank. You may also access your messages by calling 1300 369 050.

**Contact details...**please ensure you update your contact details if and when they change.

You can update them using JobSearch, or contact your Job Network member. **Don't miss out on a job because they couldn't contact you!** If you are registered with Centrelink, you will also need to tell them if your contact or address details change.

**Career Objectives...**is a short statement of your current career goals. They may be immediate term goals, such as to obtain a traineeship in the hospitality industry or long term career goals such as to plan and manage a community development activity.

**Employment History...**is your record of previous and current employment information, including a description of the duties you performed and the skills you gained or used. Please be **brief, but clear and concise** about the roles you undertook.

**Career Highlights...**you can list any achievements of your career, education or any other activities, such as Australia Day Award for services to youth. Be specific, mention names, places, dates and values where appropriate. For example, *'developed a new communication strategy for the company'*.

**Education & Qualifications...**you can provide details of any qualifications you hold, such as high school results, University degrees, diplomas or training courses.

Other things you might mention under this heading are:

- > trade tickets
- > reward and recognition
- > achievements, letters of appreciation etc

**Certificates, Licences & Awards...**this is where you can list any certificates you hold, such as a First Aid Certificate or a security certificate.

**Skills & Attributes...**list any professional or personal skills, such as *'I have several years babysitting experience which has helped me to understand and relate well to children'*.

**Hobbies & Interests...**is an insight into the type of person you are. Make sure that it isn't something like watching TV, unless of course you are genuinely looking for a job as a TV programme reviewer!

**References...**you may provide the details of at least one professional or personal referee. Please ensure that you have the most up-to-date title and contact details for any referees you list.

**Custom Items...**you can add any additional items, for example, your military service or any volunteer work you've undertaken.

## Quality Résumé Checklist

### ■ Contact Details

- > Accurate and complete details
- > Notification options are accurate
- > Alternate address details if applicable

### ■ Career Objectives

### ■ Employment History

- > Dates > job title and description

### ■ Career Highlights

### ■ Education & Qualifications

- > Dates > major areas of study identified

### ■ Certificates, Licences & Awards

### ■ Skills & Attributes

- > Significant or relevant skills identified

### ■ Hobbies and Interests

### ■ Referees

- > Full name > position/title > company and contact details