

Resume Writing Tips

Your resume is your key link of communication to prospective employers.

Using a similar format to that shown below will allow your document to be easily read by the employer and allow us to read your resume directly on our screens.

Software

Preferred is a Microsoft WORD document (i.e Bill Bloggs Resume.doc)

Font

Ariel 10 is recommended.

Presentation

Please do not include borders or graphics. --- The best resume is a simple resume !

- **Begin your resume showing.....**

Name, Address, **Phone Number**, Date of Birth, Education and Qualifications and main spoken language other than English. **E-mail contact details**

- **On a separate page, begin your employment history (oldest to latest) following the example below.**

Employment History

Mar 92 - Feb 96	Superior Engineering Pty Ltd - Stanmore Structural Steel Apprentice. AutoCAD 30% manual 70% <u>Duties</u> Tracing and Detailing of domestic dwellings.
Mar 96 - Aug 97	Flash Gordon Drafting Services - Kogarah Structural Steel Detailer. AutoCAD 100 % <u>Duties</u> Curtain Walling for large shopping complexes and Factories. Reinforced concrete foundations.
Sep 97 - Present	Acer Plus Drafting Services Pty Ltd - St Leonards Structural Steel Apprentice. AutoCAD 90% Microstation 10% <u>Duties</u> Warehouses, Stairs, Platforms Supports.

Note : If you keep the same order you only need update the last page of your resume.

- **Then, on a separate page, add any references you may have.**

References

Flash Gordon drafting - John Smith - Chief Engineer – Ph #

Acer Plus Drafting Services - Gerry Belt - Chief drafter – Ph#

Note: Written references can be supplied but not essential. Phone numbers are very helpful.(no mobile numbers)