



COLLEGE AUSTRALIA
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TIPS & TRICKS

GET JOB READY: CREATE A WINNING RESUME AND PREPARE FOR SUCCESSFUL JOB INTERVIEWS

CONTENTS

04 CREATING A RESUME

How to execute a professional resume and what to include in your resume.

10 JOB INTERVIEWS

Interview tips and example questions for your interviews

13 LINKS & RESOURCES

Useful links for you



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HOW TO EXECUTE A PROFESSIONAL RESUME

The purpose of a resume is to demonstrate that you are employable, meet the job and organisation's requirements, have the right qualifications and education, have the right experience and skills, and have the right level of professionalism for the job.

How long should a resume be?

There is no set length for a resume. A resume varies in length depending on your experience and education. If you have not worked much previously, one or two pages is adequate, but three pages are acceptable if you have a lot of study and work behind you.

A one-page resume is perfectly reasonable, as long as it is well-presented, and it may achieve better results than a two-page resume full of unnecessary information.

Changing a resume to suit an application

You need to tailor your resume to every job application to ensure it responds to the specific requirements of the job you are applying for. You may not need to change much, but you do need to make sure your opening statement, key skills, and personal attributes all respond to the needs of the role and are based on the job advertisement (if there was one) and the research you have conducted into the job.

You should also tailor your resume to show how your work experience specifically meets the needs of the job you are applying for.



Your future
Your knowledge
Your change

RESUME CONTENTS

How to structure your resume

The structure of your resume can be crucial in attracting an employer's attention and being contacted for an interview. The structure of your resume may vary depending on the level of skills and education you have. You can start by listing out the areas demonstrated below.

Content	Description
Contact Details	This needs to be placed at the top of your resume with your name in bold. Ensure to include your contact number and email address. Be careful of casual, personal email addresses, and ensure you have a professional sounding address. For example, johndoe@gmail.com. It is not a requirement to include your home address in the section.
Birthdate	You are not legally obliged to include your birthdate or age.
Layout	Keep it simple. Choose a simple font that is easy to read with a font size of 11. Ensure to bold headings and keep each section short and sharp; dot points can break down the content. Avoid using colours if possible.
Opening statement	This summarises who you are, where you have studied and/or worked, and what you could bring to the job. A short paragraph written in the first person is adequate.
List of key skills	Your resume should include a list of between 5-10 skills that link your experience to the job you are applying for. Your skills can come from: <ul style="list-style-type: none"> • Previous jobs • Your studies • Work placement completed • Volunteering

Content	Description
List of technical/software skills	Create a shortlist of technical skills such as: <ul style="list-style-type: none"> • Word processing or spreadsheet software • Tools (e.g. cash registers, EFTPOS)
Personal attributes/career overview	This should demonstrate ways you are reliable, honest, trustworthy, or quick to learn new things. You can include 3-5 personal attributes.
Education history	You need to show your highest level of education, for example, Certificate III in Hospitality. Results do not need to be included in this area.
Employment history	When providing your employment history, it is important that you start at the most recent job and go backwards from there. If you have not had any previous employment, you can include any volunteer work, work experience through school or any internships achieved.
References/referees	You must list at least two referees who will provide a positive recommendation of your work ethic and experience.



What not to put on your resume

You do not have to provide personal information in your resume. There is no benefit to be gained from providing information that could be used to generalise about you as a potential employee.

Your resume does not have to include:

- Your birthdate
- Your gender
- Your address
- Any ailments or disabilities
- Your health status

Typos or factual errors

Submitting your resume or cover letter with spelling mistakes or typos will significantly decrease your chance of progressing to an interview. So ensure to spell check your resume before submitting it to an employer.

Images and graphics

It is not recommended to include your photo or other images on your resume. In some cases, they may not be appreciated by recruiters and HR professionals, but they can also create problems with recruitment software. Although, it is a personal choice, and your face is like a logo for your job search.

Reviewing your resume

Having someone else review your resume is extremely important. Ensure that the person reviewing your resume is honest and can assist you with improvements if required.

Co-workers, former employers, teachers, career guidance counsellors, or your parent or guardians will be able to assist you with honest feedback and tips.



Be passionate about solving the problem, not proving your solution

EXAMPLE RESUME

Adam Smith

Email: adamsmith@gmail.com.au

Mobile: XXXX XXX XXX

Recent school leaver seeking to start a career in warehousing

Confident and articulate individual with commended ability to work with others to achieve set outcomes. Young yet mature school leaver with developed employability skills and personal attributes that support the transition from education to full-time employment. Leadership and communication skills developed and demonstrated through engagement in sports clubs and associations. Motivated individual keen to obtain employment in warehouse and operations environment. Key strengths include strong attention to detail and willingness to learn and develop professionally.

Key skills include:

Customer service	Records management
Problem solving	Cash handling
Team work	Transaction processing
Task allocation	Stock control
Supervision	Coaching

Technical Skills: Microsoft Word – Microsoft Excel – Microsoft Outlook – General SAP use

EDUCATION

Elwood Secondary College
Year 10
2013

Achievements:

- **2012:** Principal's award for dedication demonstrated by sporting contributions and achievements.
 - **2011:** Community recognition award for working as a buddy for newly enrolled Year 7 students.
-
- **Verbal Communication:** Recognised ability to communicate with a range of individuals from different cultures and backgrounds. Demonstrated by 3-year captaincy of Captain of Elwood AFL team.
 - **Commitment & Dedication:** Willing to provide long-term ongoing contribution and commitment to an organisation. Demonstrated by membership of local AFL team for over 5 years.
 - **Collaborative Team Member:** Ability to collaborate with team members. Demonstrated by group work assignments, professional work experience placements and captaincy of Elwood AFL team since 2010.
 - **Reliable:** Commended reliability as team member and supporter. Demonstrated by attending all Elwood AFL games since 2007.
 - **Honest:** Strong personal morals and ethics ensure complete honesty and transparency at all times. Demonstrated by managing cash count at fundraisers and events in school community.



EXAMPLE RESUME - CONT.

STUDENT WORK EXPERIENCE PLACEMENTS

ACME TRANSPORT AND WAREHOUSE CENTRE WAREHOUSE ASSISTANT - TWO-WEEK WORK EXPERIENCE PLACEMENT

2013

Worked in fast-paced warehouse environment over a two-week placement period. Worked full-time hours and assisted as a member of the receipt and despatch warehouse team.

Achievements and Contributions:

Stock Control: Developed skills and understanding of processes to ensure ability to manage large variety of product lines while meeting production targets.

Logistics Planning: Calculated cubic metre requirements for despatch and assisted in identifying transport requirements to meet customer deliveries and urgent order requests.

Records Processing: Developed understanding of con note processing and pallet control procedures. Assisted with end-of-month reconciliation of pallet accounts.

WH&S: Developed understanding and appreciation for health, safety and environmental management policies in an organisation.

Team Collaboration: Attended daily toolbox meetings reviewing daily production targets. Contributed to discussions on efficiency and process improvements as well as problem resolution.

Testimonial:

"Adam worked with us during his school placement period of 2 weeks. Over this time he was a very enthusiastic learner and wanted to help across all aspects of the warehouse. His interpersonal skills saw him adapt really well into the work environment and the guys were more than happy to help him when he needed to understand something or wanted to learn. I see a strong future for Adam and wish him luck." —Warren Jackson, Warehouse Manager, ACME Transport and Warehouse Centre.

VOLUNTEER ENGAGEMENTS

PROFESSIONAL REFEREES

- 2013: Elwood College - Year 7 Buddy
- 2011: Salvation Army Red Shield Appeal - Volunteer Collector
- 2010 - 2013: Elwood AFL - Captain - Under 15s

Tom Noah
Coach
Elwood AFL Under 18s
Phone XXXX XXX XXX

Judy Little
Year 10 Coordinator



INTERVIEW TIPS

To put your best foot forward with any job interview, it is crucial to research the company you have applied for a position with. Knowing what they stand for and what the job you have applied for will give you an advantage when answering any questions, they throw your way.

Tips	Description
Come prepared	Know yourself – your strengths, weaknesses, and accomplishments. A job interview is not the time to wing it! Prepare as much as you would for a presentation to your teachers or a director of a company.
Research the company	Find out as much as you can about the company by going on their website and reading their values. If you relay your work ethic based on their values, you will find they are more responsive.
Dress appropriately	It is important to dress appropriately to match the company culture; many companies prefer corporate casual; however, it is best to check what is required with your contact. When in doubt, always go with formal attire.

INTERVIEW TIPS - CONT.

Tips	Description
Arrive early	Punctuality is a subtle clue about the attitude and behaviour that you demonstrate. It is always best to arrive at least 5-10 minutes early.
Show enthusiasm	First impressions last the longest, and it is important to be positive and enthusiastic about the opportunity to work with the company. You can make or break a job interview in 5 minutes.
Friendly and self-confident	It is important to be friendly and self-confident in your interview. Smile and say hello to everyone. A positive reaction from support staff is an important factor. Ensure to demonstrate self-confidence—there is nothing wrong with feeling good about yourself.
Key questions	Practice your responses to all the typical questions, such as “tell me about yourself” and “why are you looking for a new position?”. How well you speak will have a more significant impact than what you say.
Remain involved	The most successful interviews are those where an active two-way conversation takes place. It demonstrates confidence and ease with the situation at hand. Note: it is important that you do not become too casual. Allow the interviewer to determine the tone of the conversation.
State your interest	At the conclusion of your interview, state that you are interested in the position and would like to know when the next step will take place.
Friendly and self-confident	When you know that you have done all you can to sell yourself, finish off with a friendly thank you and ensure to state that you will look forward to hearing from them.



EXAMPLE QUESTIONS FOR YOUR INTERVIEWS

1. "Tell me about yourself..."

Be prepared to talk for two minutes about yourself. Be logical. Start anywhere, such as high school, college, or your first professional position. The interviewer is trying to evaluate your communication skills and linear thinking. You may try to score a point or two by describing a major personal attribute.

2. "Why are you leaving your current position?"

This is a very critical question, so avoid speaking poorly of your previous employer or co-workers. It is fine to mention significant problems, such as a buy-out or a shutdown. You may want to state that your chance to contribute is very low after long personal consideration due to extensive company-wide changes.

3. "What do you consider your most significant accomplishment?"

An excellent answer to this question can win you the job. Prepare extensively—discuss hard work, long hours, pressure, and important company issues at stake. You may want to tell a two-minute detailed story discussing personal involvement.

4. "Why do you believe you are qualified for this position?"

Pick two or three main factors about the job and yourself that are most relevant. Discuss for two minutes, including specific details. You may mention a technical skill, a management skill, and/or a personal success story.

5. "Have you ever accomplished something you didn't think you could?"

The interviewer is trying to determine your work ethic, personal commitment, integrity, and goal orientation. Prepare a good example of a time you overcame difficulties and succeeded.

6. "What do you like/dislike most about your current or last position?"

The interviewer is trying to determine compatibility with the open position. To answer this question, do not say you disliked overtime, management, or company values. It is safer to say that you like challenges, pressure situations, opportunities to grow or dislike bureaucracy and frustrating situations.





COLLEGE AUSTRALIA

LINKS AND RESOURCES



The difference between ordinary and extraordinary is that little extra

Useful links for you

[Looking for work?](#)

[Seek.com.au](https://www.seek.com.au)

[careerone.com.au](https://www.careerone.com.au)

[au.indeed.com](https://www.au.indeed.com)

[smartjobs.gov.qld.au](https://www.smartjobs.gov.qld.au)



[au.jora.com](https://www.au.jora.com)

[jobsearch.gov.au](https://www.jobsearch.gov.au)

Resume Builders

myPerfect resume
myperfectresume.com

This website assists in building eye-catching resumes. Enter your details and recommended information into pre-built templates. The website also recommends highly desirable skills and duties that are great for those who find it hard to describe these in a professional format. Great for those who are not design-savvy.

14-day Full Access for \$2.95 excl GST includes:

- Unlimited printing and downloading for 14 days
- Create unlimited resumes and cover letters
- After 14 days, auto-renews for \$34.95 excl GST every month
- Cancel anytime



canva.com

Canva has hundreds of customisable, pre-built templates that are visually pleasing and can stand out compared to the regular plain resume—highly recommended for those with basic to advanced design skills.

Canva is free and accessible to all. Some features and templates may be limited.

Canva pro is \$17.99 excl GST monthly or \$164.99 excl GST annually.



resume.io

Choose from hundreds of different template designs and include your professional information by filling in your data to generate the perfect resume for you.

The free plan includes:

- Create one resume and one cover letter
- Only downloads in a .txt format
- Limited resume sharing and analytics

7-day trial for \$3.95 excl. GST cancel anytime includes:

- Unlimited resumes and cover letters
- All premium templates and colours
- Unlimited .pdf format downloads

Note: Auto-renewal applies if no cancellation has been processed beforehand. Renewal price of \$32.95 per month after a 7-day trial.



ABOUT US

College Australia is a leading vocational education institution offering a comprehensive range of qualifications to our domestic and international students.

Established in June 2005, College Australia was founded on a vision and passion to provide high-quality training for students undertaking studies in vocational education.

We provide a range of qualifications that are relevant to the real world, easily accessible and create pathways to successful job outcomes. College Australia is registered with the Australian Skills Quality Authority (ASQA) www.asqa.gov.au. This enables us to provide nationally recognised accredited qualifications that meet a set of standards and provide key vocational outcomes that lead to employment.

Our affiliations with various industry and educational networks ensure we're at the forefront of current and trending industry knowledge and innovative technologies, which gives us the ability to support our students every step of their learning journey. We provide quality support services and networks, and offer access to a thriving student community. We grow with our students as we tailor our innovative and focused education, and help find solutions for every stage of their career and workplace development.

Our qualifications range from entry level Certificate II to management level Graduate Diplomas in the fields of:

- Business & Management
- Health Support & Community
- Hospitality & Tourism
- Retail

Each of our qualifications is a stepping stone into a career or university pathway by boosting skills and knowledge to ultimately forge career success. Our Educators are experts in their field and are fully qualified, offering high-quality learning experiences for our students that are designed to meet each individual's needs as they complete their journey with us.



COLLEGE AUSTRALIA

Where education creates
pathways to career
success

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