

TIPS FOR SETTING OUT YOUR RÉSUMÉ

1. An appropriate length for your résumé is 2 pages. Make sure that all information included is truthful and relevant to the purpose of the résumé.
2. Always use the same font throughout a résumé. It can look messy if there are lots of different fonts.
3. Use **bold**/*italics* to draw attention to a few key items or headings only.
4. Organise your information from *most recent* to *least recent* and *most relevant* to employers to *least relevant* to employers.
5. Give examples of your employment related skills that are most suited to the job you are applying for. Position them in the résumé where you feel they are most relevant. For example, if your Employment History and Education and Training details don't reflect your ability to do the job, move your Employment Related Skills towards the beginning to demonstrate how you can do the job.
6. Ask a friend or family member to check your résumé for mistakes and to get some feedback.
7. **All** résumés are different. You should treat your first résumé as a valuable learning experience. When applying for a position, the best advice for designing a résumé is to look at examples from the industry or business offering the position or job.
8. Your résumé is an ongoing document and should be updated at least once a year. Never update with a pen, always correct it on computer and re-print it on good quality white/cream paper.

TIPS FOR SETTING OUT YOUR PORTFOLIO

1. Put 10-20 clear plastic sheet protectors in your portfolio.
2. Use the **RÉSUMÉ CUE CARDS** as a guide. Cut them up and put them in empty plastic sheet protectors to help you remember where to put your portfolio items.
3. Insert awards, certificates and reports etc from the last 2-3 years (you can go back further for special ones).



For more information on résumés and portfolios, go to the links in the **Résumé** section of *Logbook Online*.