

## Applicant Guide - Writing a resume

### Purpose of a resume

Your resume needs to demonstrate to the AFP that you meet the job and the AFP's requirements, have the right qualifications and education and have the right experience and skills.

### How long should my resume be?

Your resume will vary in length depending on your experience and education. Make sure that you include your employment history in chronological order including the duties and responsibilities for each role. Your resume should also include key skills and strengths, technical or software skills, educational qualifications, awards and training courses. Keeping your resume factual, brief and easy to read makes it easier for the panel to focus on key facets of your work history and experience.

### How can you develop your resume?

Before you begin to write your resume you will need to be able to complete the following sections:

- Header (e.g. name and contact details)
- Objective or Resume Summary
- Experience & Achievements
- Qualifications
- Skills & Abilities

These sections are provided as a guide to assist you in writing a resume and you may choose to have a different format.

### Why review your Resume before submitting?

Before submitting your resume, review the position requirements and responsibilities, selection criteria and other relevant information in the job advertisement or candidate information package.

After reviewing the position requirements, you may consider tailoring your resume in order to best meet the specific requirements of the role and how your skills or work experience specifically meets the needs of the job you are applying for.

### **Helpful hints for writing your resume?**

- Consistent formatting
- Easy to read
- Factual
- Concise
- Use real examples – don't only 'tell' of your skills and experience through general statements
- CHECK your resume for relevance, typos and flow

### **How your resume and pitch work together?**

Your resume creates a vital first impression and should work in tandem with your one to two page pitch. Ensure your resume is crafted to best reflect the selection criteria and work level standards for the vacancy and that it conveys a sense of meaning and commitment for the work of the role that you are applying for.

### **Further resources:**

[Australian Public Service Commission](#)