

# Tips on preparing your resume



A resume or curriculum vitae (CV) is a detailed document highlighting your professional and academic history.

It outlines your skills and experience, and helps recruiters and hiring managers understand how your experience can contribute to their team and the role you're applying for.

At ASIC, your resume is the key document in your application. It helps different stakeholders understand your background and provides an opportunity to represent your own professional story.

This guide has been developed to help you create a professional resume that accurately conveys your experience, capabilities and achievements.

## Resume structure

- › Your resume should be no more than four pages.
- › Ensure it is easy to read, with spacing, headings and page numbers to navigate information in a simple manner.
- › Make it clear and concise – only include relevant information that adds value to your profile.
- › Provide context that is relatable to the role you are applying for – make the most of the four-page limit.

## Personal information

- › Provide your name and contact details (phone number, email, LinkedIn profile) clearly i.e. the top of the first page, and confirm the details are accurate.
- › Do not provide personal details that are not relevant to your ability to complete the role, such as: date of birth, gender, marital status, family members, religious/political affiliations, illnesses, disabilities.

## Executive summary/Career objectives

An executive summary is your sales pitch about yourself. It allows you to highlight what you'd like to express to ASIC beyond work experience.

You can add your own personal flair to it but at a minimum it should:

- › be short and tailored
- › provide a snapshot of yourself
- › highlight your relevant experience, accomplishments and anything else you can offer ASIC
- › highlight transferrable skills and aptitudes.

## Key capabilities

It is important to add capabilities that relate to your experience and provide insights on your strengths.

- › Display a mix of technical and behavioural skills to demonstrate your ability relating to the role you are applying for.
- › Ensure you draw comparisons to the position description and/or the job advertisement to highlight your suitability for the position.
- › Avoid generic references to your abilities, for example:

**Too vague:** "My skills would be a great fit for your organisation."

**More specific:** "In my role as a sales associate, I am frequently required to provide exceptional customer service in difficult circumstances on short notice. I take personal and professional pride in exceeding customers' expectations, and I look forward to developing this skill even further in the future."

## Employment history/Qualifications

Your previous employment should be provided in a chronological order with your most recent role at the top. If you are making a career transition, you may choose to write relevant work experience at the top and categorise accordingly.

This information should be clear and simple to read, and should include:

- › company name, position title, timeframe
- › a brief summary of the organisation – more so if it is a lesser known organisation
- › role responsibilities – focusing on achievements and the impact.

Please quantify your achievements where possible.

## Other tips

- › Ensure your resume is easily accessible and is not over-designed with colours, photos and unique fonts.
- › Avoid abbreviations and jargon.
- › Use bullet points to make sentences clearer and more concise.
- › Double check your contact details to ensure they are correct.
- › Tailor your resume to the position description as best you can.

## Frequently asked questions

### Do I need a cover letter?

You do not need to submit one with your application unless the advertisement specifically asks for it.

### Who should I address the cover letter to if I need to write one?

You should address it to 'To whom it may concern' or the 'Hiring Manager' or 'Recruiter'.

### How long should my resume be?

A resume should be not more than four pages long, depending on the extent of your experience.

### How many years of my career history should I include?

It can vary depending on your personal circumstances and experience, however, generally the last 10 years is enough. You can always cluster similar roles or summarise your early career experience.

### Do I need to submit references?

No, not in your initial application. You will be asked to provide references if you reach that stage.

### Can I apply if I have applied for Australian citizenship?

Unfortunately, ASIC can only employ individuals who currently possess their Australian citizenship. You must wait until you receive your citizenship certificate to be eligible.