# Resume support

## Video:

The following video produced by the National Careers Service (UK) encourages you to identify your skills, even if you have never had a formal job before, or only have limited working experience. This video is less than 2 minutes, and we encourage to you take a look.

Click on this link to watch this video:

<https://youtu.be/3xsNo7dWK_M>

## discover your skills and experience:

Take some time to reflect on your life up until now – what you have experienced, what you have learned and the skills you have developed.

Remember that even if you haven’t had any formal work experience in a full-time or part-time job, you may have completed volunteer work, or you may have helped in community groups or got involved in special interest, hobby or sporting groups.

Make some notes to answer each of the following questions so that you can outline all of your relevant skills and experience when you put together your Resume.

Think about your current or past hobbies and interests – What skills do you have that would be useful in the jobs you are applying for?

For example, you may have a passion for cooking, which has helped you develop the skills of following instructions and being organised. The job you are applying for may not involve cooking, but it might require you to follow instructions, be organised and get things done within a set period of time.

Or you may have a creative hobby that has taught you how to use your imagination to come up with new ideas.

So, make some notes below… What skills have you developed from participating in your hobbies and interests?

Have you played any sports or been involved in sporting teams or clubs? What skills did you develop from your involvement in sport or teams?

For example, you may have learned how to focus on a specific goal, work together with others towards team goals, or you may have been in a leadership role such as captain or coach.

What involvement have you had in communities, and what skills did you learn from getting involved?

For example you may have volunteered to help at community events, or you may have regularly participated in other community activities. It could be that you have worked at an animal shelter, or provided some babysitting for a family. Community activities help you build all sorts of skills that could be useful in a paid job.

What social skills have you developed at school, college, or in your community?

For example, you may be the person who is often asked to make a speech, or you may be good at organising a party. Or are you the person who helps others make friends and new contacts? Are you experienced at using social media to meet people, make connections and form groups?

Make a note of your social skills below.

Be sure to make a note of all that you have learned through formal education or through online courses.

For example, you may have taught yourself computer skills through taking an online course, or you may have learned another language. You may have taught yourself photography by watching online videos, or you may have taken an elective in graphic design as part of your vocational education.

List below all the skills you have learned through any sort of education, course, online course, or simply teaching yourself through videos and reading books.

Finally, what compliments or praise do you regularly receive from others? These are clues to the skills you have that others see in you. Have you won awards or competitions with your skills and talents?

Use the space below to note the skills and talents you have that have brought you recognition, praise or awards.

## reading:

The following website articles are provided for you to learn more about what good Resumes look like, and how to make your Resume stand out.

**What is a resume? The essentials you need to know**

A Resume is sometimes called a CV or curriculum vitae – it is a document that lists your work experience, education, skills and achievements.

This article from SEEK.com outlines what your Resume should include, as well as what to leave out of your Resume.

Click on the link below to read this article:

<https://www.seek.com.au/career-advice/article/what-is-a-resume>

**This is what a great resume looks like**

This article from SEEK.com gives some good advice on the design and layout of your Resume and why it is so important.

Click on the link below to read this article:

<https://www.seek.com.au/career-advice/article/this-is-what-a-great-resume-looks-like>

**Resumes: the good and the bad**

This article from SEEK.com shows an example of a good Resume, and another example of a bad Resume. There are some simple tips for making sure your Resume has all the right information and is easy to read.

Click on the link below to read this article:

<https://www.seek.com.au/career-advice/article/resumes-the-good-and-the-bad>