

Fact sheet - How to nail that resume

Your resume and application will be the first point of contact between you and the selection panel - so don't underestimate how important it is to have a good resume and application. A great job application is key to putting yourself in the running for a role, and there are some simple things you can do to make your application stand out.

Where to start

- Read the role description.
- Have a clear understanding of the selection criteria under 'Are you the right person for the job?'
- Does the role require any mandatory qualifications or requirements? Do you meet these?
- Reflect on your previous experiences - identify which examples will demonstrate your skills, abilities, knowledge, fit for the role and our ICARE2 values in action.
- Highlight key words in the role description to assist when drafting your response.
- Consider any skills that you have that are transferable skills – they can include things like organisational skills, creative thinking, leadership, or people skills like collaboration and teamwork.
- Research the position and Metro South Health – you should have a clear understanding of our ICARE2 values and fit for the role – this is important and should be reflected in your application.

Your Resume

Your resume summarises the key details of your skills, work experience and education. It should be succinct, presented in an easy-to-read format using a simple font, minimal styling and the use of bullet points to break down information.

Format:

- Your resume should be easy to read and look professional.
- An introduction or objective statement.
- Your work experience and achievements.

- Your education and study accomplishments.
- Your referees.

Tailor your resume to the role you are applying for:

- Keep the content highly relevant to the skills required for this position.
- Pay attention and ensure that information is regularly updated to reflect your current circumstances.
- List your most recent experience first and then work your way back down the list. Keep it professional and only include relevant information.

Highlight your achievements:

- Using dot points list your responsibilities in each role and where appropriate ensure to use keywords such as utilised, developed, managed, lead, designed, taught or initiated.
- Be sure to include examples of how you were successful in previous roles and highlight at least 1 achievement under each role and the results you achieved.

Mind the gaps:

- Lots of people will at some point take time out of the workforce for study, travel, caring responsibilities or career changes – or because of unexpected circumstances like COVID.
- Don't forget to briefly explain missing pieces to eliminate any second guessing.

Keep it simple:

- Make sure your format is uniform (use the same font and bullet style throughout), only include relevant information and try to keep it within 2 -4 pages.

Proofread and edit:

- Attention to detail is important so check for spelling and grammar mistakes.
- Ask for someone else to read over your resume, they may pick up something you have missed.

ICARE² values

