**RESUMES**

Use the templates 1-5 provided if you wish, or simply use these as a guide. There is also a completed example based on example 2.

Once the template is in your file, you may alter its design, delete unnecessary sections, add additional rows, delete unnecessary rows, reorganise the headings and sections, delete columns etc.

Basic rules of resume writing-

* Make yourself look good but don’t lie
* It is better to omit information than include things which are going to make you look bad
* Make sure you include reliable contact information
* Try to write in short, concise phrases rather than long-winded sentences. Lists are good
* If there is an area you haven’t yet covered, such as previous work experience, don’t include that section
* Try to include some employability skills you have and give examples of how you use them in different contexts
* You **must** contact the people you list as referees and ask them if they are prepared to be referees for you. If you use your resume with their name on it, be sure to contact them and talk to them about the job you are going for and how they can help you by talking about specific knowledge or experience you have.
* Before printing always look at the print review to ensure that your resume looks effective and professional.
* Make sure that the Headings are not separated from the information (on separate pages).
* Always check that you have completed the footer.
* If you are using Your Resume for a part-time position, a one page Resume is satisfactory.
* For a full-time position it is recommended that two pages would be satisfactory.
* Remember that skills and abilities are transferable to many different jobs and therefore if you really work on this area you will be rewarded with a “Good” Resume.
* Remember that you may only need to change the Career objective section when applying for a variety of positions.
* Make sure that you have evidence of all the things you record in your Resume – they will soon find out if your skills do not match what you say in your Resume.
* MOST IMPORTANTLY – REMEMBER THAT A RESUME IS NEVER COMPLETED, IT IS EVER CHANGING AS YOU DEVELOP MORE AND MORE SKILLS AND GAIN MORE AND MORE EXPERIENCE.
* As your Resume grows you can remove some of the unnecessary information.