



RESUME WRITING

You will need a resume for nearly every job you apply for. It should be up-to-date, specific to the job you are applying for and available in both paper and electronic versions.

WHAT TO INCLUDE [SEE EXAMPLE OVER]

1. List your work, study, skills and experiences that would make you valuable to an employer.
2. Speak to relevant people to request you submit their name as a referee.
3. Get attention with a bold use of layout. Ensure details and email address is presented with clarity and professionalism. Avoid gimmicky fonts and use colour conservatively.
4. Include a statement about yourself and what you bring to the job. Link it to the job description.
5. List key skills to make it easy to see what you have to offer.
6. List where and when your previous experience occurred with the most recent. Use action verbs at the start of each point. List any successes and specify numerically. Avoid too many bullet points.
7. Summarise your education clearly with school names, dates, courses etc.
8. Provide referee details and avoid using 'available on request.'
9. Check there are no misspelt words or grammatical errors.

GREAT PHRASES TO INCLUDE OR AVOID

Use: Sets goals, achieves deadlines, works well with others, implements creative solutions, coordinates tasks, good communication skills, good attention to detail, excellent time management, positive attitude, proactive, technical skills, responsible for, honest, reliable, successfully trained, improved productivity etc.
Avoid: Listing problems, blaming others, irrelevant details, personal or family details.

COVER LETTER

1. Specify why you are contacting them and clearly communicate why you'd make a good candidate.
2. Your resume already has your experience, use your cover letter to tie your experience directly into what you could achieve in this new role. Use keywords from the job description in your pitch.
3. Ask for an interview e.g. "I would be very interested in the opportunity to speak to you about how I may contribute...." Avoid using phrases like 'I'd love to.' Keep it professional.
4. Mention your contact details and that you have attached your resume.
5. Format it in a similar style to your resume.

IF YOU NEED HELP

We can help you create or edit your resume. Go to: www.c3cares.com.au/enquiries, email: c3cares@myc3church.net or phone: [02] 9972 8688.

YOUR NAME

PERSONAL STATEMENT

I am a loyal, hard-working and punctual worker. I have good attention to detail and can work well with people or in teams. I am looking for an opportunity for employment in Australia. I have experience in my home country in Iran in the food industry and have a certificate in food technology there.

CONTACT

P: 0404040040

E: yourname@domain.com

15 Smart St,
Sydney NSW 2000

SKILLS

Middle Eastern Dishes
Overseeing Teams
Food Safety
Microsoft Word
Microsoft Excel
Fluent Farsi
Fluent English
Intermediate Arabic

WORK EXPERIENCE

PERSIAN RESTAURANT

Cook 2013-2015

- Ordered fresh produce daily.
- Established rosters and communicating with 10 staff.
- Cooked approximately 40 different Persian dishes.
- Oversaw kitchen clean up and hygiene.

FACTORY FOOD

Product Line Manager 2011-2013

- Oversaw the production line, including the manufacturing of juices, cakes and biscuit product ranges.
- Ensured all temperature and cooking compliances were met.
- Supervised of staff and rosters.
- Inspection of workplace health and safety.
- Oversaw equipment maintenance.

EDUCATION

Food Technology
Cooking School
2010-2011

Food Safety Certificate
Name College
2010

Higher School Certificate
Name High School
2002-2009

REFEREES

Referee Name
Cooking School
041111111
referee@me.com

Referee Name
Restaurant
041155555
shop@me.com

Referee Name
Factory Food
041111111
referee@me.com