



# Building a resume

## Creating the Framework

- **Make a start**
  - Name, address, email and phone number should be at the top of your resume.
  - Include a link to your LinkedIn profile
  - Make sure to use an email address that you check regularly
- **Tell us about your experience**
  - We want to know about your educational and working experience, it is very useful to highlight the key skills you developed as part of your experiences.
  - Recommended sections for your resume are:
    - Work experience
    - Education
    - Certifications
    - Volunteering and charitable partnerships
  - The information in each section should be in chronological order starting with your most recent experience and working backwards.
- **Tell us about you!**
  - Include some of your own personal interests, such as reading or motorcycle racing.

## Presenting your content

- **Keep it concise**
  - Use bullet points rather than block paragraphs
  - Only include information that is relevant to the role.
  - Make use of Bold text to highlight important content.
  - Your resume should be no more than 2 pages, if you have no working experience then it should be no more than 1 page.
- **Include quantitative descriptions over qualitative**
  - Example: “Organized and executed an event for over 300 students”
- **Highlight key skills that are relevant to the role**
  - Not all employers and roles need the same skills; make sure to highlight the skills you have which are relevant to the role and the employer.