



CREATING YOUR RESUME

RESUME BOOSTERS

Your resume is one of your most important personal documents. Take the time to put together a resume that professionally presents what you have to offer a future employer.

1 Think of your resume as your personal marketing tool

What does your resume tell your future employer?

When crafting your application, it can be helpful to think about needing to convince an employer to offer you an interview. The best way to do this is to showcase your skills and knowledge and how they align with the company and job role.

Consider the front page of your resume as prime real estate, pack this section with your best professional features. What about you will catch the eye of the hiring manager? Make this section count by including well thought out, targeted, unique strengths and accomplishments.

Take an honest look at your resume and consider – Does my resume talk too much about what I want and not enough about the value I have to offer the organisation? Does it aesthetically look good? Have I intentionally shaped my resume and taken pride in each point?

2 Demonstrate your skills, strengths and achievements rather than listing them

Lay a foundation for a hiring manager to want to know more about you. For your application to be really effective, you will need to prove and explain your strengths rather than just listing them.

The key is to understand your transferable skills, this can be especially useful if you have not had much professional experience in the area you are applying. Reflect on a range of your experiences and the skills desired by the industry/organisation. Rather than focusing on the job duties and tasks you have performed in previous employment, think more about the skills you have gained from each experience. Utilise the **achievement statement formula** in every dot point throughout your resume. Describe the key tasks associated with your role using action verbs and quantifying your achievements where possible: The formula for achievement statements = VERB + KEYWORDS + QUANTITATIVE INFORMATION (NUMBERS).

For example:

- Increased client satisfaction by 25% over a two month period through effectively revitalising the Student Central App as a more intuitive experience
- Presented block chain innovation project to 20 internal stakeholders at the annual service improvement conference in August 2018, the project was approved and due for implementation state wide by end of 2021
- Integral involvement in the seamless migration of 1000 internal users to a new server in a tight one month timeframe

3

Keywords

Keyword verbs from job advertisements are essential to identify and will be important to include when reviewing a resume for a specific job. Matching keywords in your application to the keywords in the job description demonstrates your awareness of the job and will assist you in aligning your own work, volunteer, internship and educational experiences. When applying for a specific role, highlight key words in the job description and rewrite your resume utilising verbs, keywords and tangible achievement statements to match the criteria sought after.

Take a step further and adapt your application to keywords and language tone utilised in the organisations website.

4

Showcase your knowledge of the organisation and the industry sector

In the [2018 AAGE Employer Survey Report](#), Employers were asked what skills they found graduate candidates were most lacking during recruitment processes. 45.92% of employers indicated that candidates did not have a strong enough understanding of their organisation.

Stand apart from this 45.92% of candidates by doing the following: Whilst a student of the University of Melbourne, you have access to otherwise expensive [company and industry research databases](#) providing detailed reports on companies and industries across the globe. Information such as competitors, publication articles, comparisons and rankings, annual reports, share prices, SWOT analyses, ownership and subsidiaries are all available through these databases and will provide an in depth awareness of the industry.

At the very least prior to sending in an application, thoroughly read the company website and its current news.

5

General engagement to add to your resume

Adding to your knowledge and experience of Engineering and IT fields does not always have to involve committing a large amount of time and energy. Joining a professional association and keeping engaged with topical issues can help to present you as an informed and dedicated future Engineering/IT professional.

With the demands of study, part time work and family commitments it can be difficult to find time for added extras. However, by setting yourself a goal of one or two of these activities per semester, will add a great deal to your resume and confidence.

It is worthwhile keeping a record of the extra activities you have undertaken, a quick note reflecting on the experience and names of people involved will help you thoughtfully add the information to your resume.

Below are some activities that can add considerable breadth to your resume:

Student Clubs

Consider joining a student club or society related to your discipline. As well as providing social opportunities, most clubs organise career related events such as industry speakers, panel events and networking. Find a listing at: <https://umsu.unimelb.edu.au/getinvolved/clubs/listing/>

Professional association membership

Professional associations are a network of likeminded individuals to yourself. There are always events, jobs, internships, topical news and contacts to be maximised. The Engineering and IT sectors have a large number of professional associations. A listing is available on the [Careers and employability webpage](#). Take some time to explore your options, there are both broad discipline based and highly specialised organisations with most offering a student membership.

Connect with industry

Don't assume that employers only want to know about your academic results. Employers are also looking for engaged, passionate future employees. Can you explain why you are studying Engineering or IT? What is it about your study that motivates you? Spending some time connecting with what is happening in the field can help you answer these kinds of questions.



Do the reading

Choose a professional journal or websites to read regularly. The academic and research community contribute to the [The Conversation](#) – you can subscribe and follow topics of interest.



Listen and watch

Use the Playlists tab on [TED](#) talks to find talks of interest to you – you might like the 'Innovation' listing or the 14 talks on 'Planes Trains and Automobiles'. Listen closely to how the presenters speak about their interest and motivation for the topic. [The ABC's Science Show](#) may also have articles or podcasts of interest – search by many topics including energy and transport, environment, technology and innovation.



Attend

[Melbourne School of Engineering](#) often organises a number of panel events, guest speakers and networking opportunities throughout the semester. Ensure you attend as many of these as possible to grow your network. Similarly, Professional Associations, Student Clubs and University wide events are beneficial to grow your network and learn about current themes.

RESUME CHECKLIST

The following is general advice on how to draft a professional graduate resume. There is no one way to write a resume – the most important consideration is to tailor your resume to the particular job / position.

Always follow the specific requirements of job advertisements or industry standards.

Utilise the checklist to critically analyse your resume and identify areas for improvement.

FORMAT AND PRESENTATION

Your resume is a marketing document. As such, you must pay careful attention to presentation and formatting to ensure it is clear, easy-to-read and mistake-free.

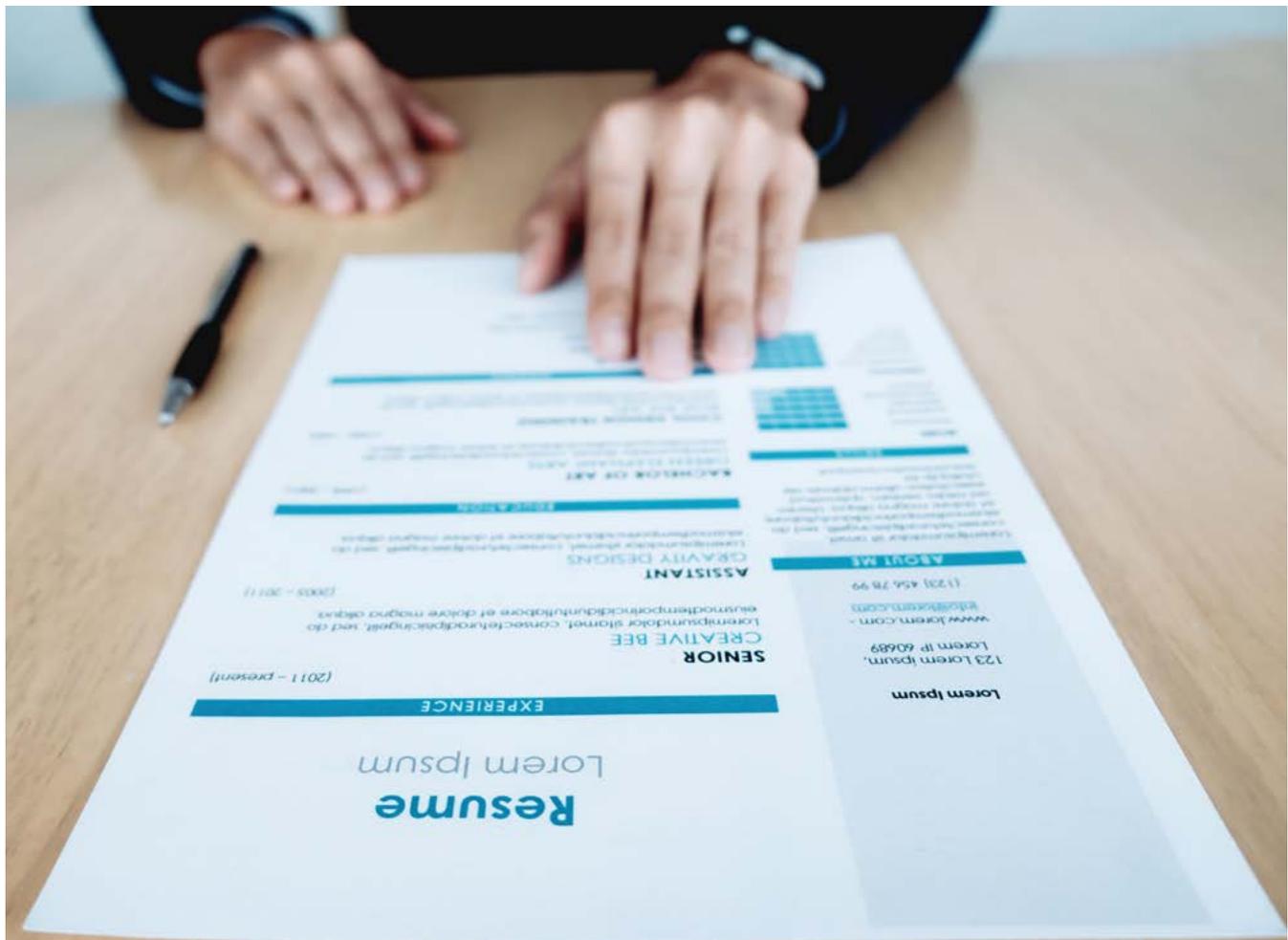
Length 2-3 pages. Three pages should be the maximum for a professional graduate resume. Resumes for part-time, casual positions are generally 1-2 pages.	<input type="checkbox"/>
Layout is consistent.	<input type="checkbox"/>
Tabs are aligned and line spacing is even.	<input type="checkbox"/>
Format is clear and easy to read – not overcrowded, enough white space is used throughout.	<input type="checkbox"/>
Style is consistent (eg. font type, font size consistent, bullets, bold).	<input type="checkbox"/>
Page numbers are included (eg. 1 of 2).	<input type="checkbox"/>
Contact details are included, ie. name, phone number, and email.	<input type="checkbox"/>
Optional: LinkedIn URL and residential address.	<input type="checkbox"/>
Non-essential personal details are excluded: gender, photo, age, religion, or marital status.	<input type="checkbox"/>

CONTENT: WRITING

Spelling, grammar and punctuation: you must check your spelling and grammar to ensure your document is accurate.	<input type="checkbox"/>
Verb tenses: use past tense to describe previous experiences.	<input type="checkbox"/>
Dot points: use dot points where appropriate to efficiently convey information.	<input type="checkbox"/>
Concise language: use clear and concise language. Your resume should briefly convey key information.	<input type="checkbox"/>
Achievement statements: Your experiences, including work and extra-curricular experiences, should include strong achievement statements. These are usually structured using a verb (in past tense) + skill + result / outcome, eg. <i>Collaborated as part of a team that delivered ahead of schedule and received positive feedback from a supervisor and team members.</i>	<input type="checkbox"/>

CONTENT: STRUCTURE

Career objective / profile: This is a highly targeted statement that aligns your unique experience and skill to a specific organisation or position. A career objective should state your goals whereas a career profile gives a brief summary of your key achievements and / or skills to date.	<input type="checkbox"/>
Education: Include full qualification title, name of university, most relevant subjects and major / s. Include thesis topic if necessary.	<input type="checkbox"/>
Key / technical skills: This section may be included if it is important to highlight your technical skills (eg. engineering program or laboratory skills), or if you feel other key technical or transferable skills need to be highlighted. Sometimes information related to this heading may be addressed in other areas of your document and may not be necessary.	<input type="checkbox"/>
Relevant work experience / projects: List in reverse chronological order with dates clearly indicated.	<input type="checkbox"/>
Include examples of technical and transferable skills developed through effective achievement statements.	<input type="checkbox"/>
Other work experience: List in reverse chronological order with dates clearly indicated. Include examples of technical and transferable skills developed through effective achievement statements.	<input type="checkbox"/>
Extra-curricular activities: List in reverse chronological order with dates clearly indicated. Include examples of technical and transferable skills developed through effective achievement statements.	<input type="checkbox"/>
Referees: include contact details or list as 'available on request'.	<input type="checkbox"/>



RESUME FORMAT

Helen Smith
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0414945684, helens@student.unimlb.edu.au
Work rights? Languages? LinkedIn?

PROFILE/SUMMARY

*Or **Career Objective:**
Only include if there is a
clear passion or reason
for internship application*

- Clearly state 3-5 unique selling points that are relevant for the job
- A snapshot of the most relevant aspects of your skills and experience
- Highly targeted to the position/organisation
- Be specific rather than general e.g. not 'flexible skills' but 'Flexibility and ability to adapt to various situations and tasks required in backend App development' - you can include the context or experience in which skills developed
- Include any strong accomplishments of relevance

EDUCATION

Tertiary

*Tertiary courses in reverse
date order*

Course/qualification

The University of Melbourne

Dates (from – to)

In reverse order

- Include some detail (relevant) – not just course title
- Examples – stream and/or core subjects, skills and knowledge areas, assignments/projects (Engineering students should include their final-year project)
- Summary of results if strong, awards, scholarships
- Post graduate study should be listed under the relevant qualification. You should format your course work or research to be like the rest of your resume and use the dot points to describe the research and techniques you used
- Postgraduate students shouldn't include secondary education unless there is an absolute stand out achievement you wish to include

TECHNICAL SKILLS

*Include Tech Skills after
Education if strong and
relevant to role*

- Java - Advanced
- Python - Advanced
- C++ - Proficient
- Matlab – Intermediate

Include your name and page number in the footer

RELEVANT EXPERIENCE OR RELEVANT PROJECT WORK

*If professional experience is limited, suggest including 'Relevant Project Work'
E.g. group assignments, research projects, case studies etc...*

Position/Role

Organisation

Dates (from – to)

In reverse order

- Describe the key tasks associated with your role using action verbs and quantifying your achievements where possible:
- The formula for achievement statements = **VERB +KEYWORDS + QUANTITATIVE INFO (NUMBERS)**
- For Example: **'Applied organisational and time management skills to resolve construction delay problems which prevented a two month delay in delivery'**
- Include outcomes where you can – measurable where possible (*how do you know you were effective?*)
- Include paid and unpaid experience (volunteer role, internships)
- Feature key tasks emphasising those of most relevance to the role

OTHER EMPLOYMENT

Position/Role

Organisation

Dates (from – to)

In reverse order

- As above – Less information required
- Highlight transferable skills relevant to the position utilising the Achievement statement formula
- For example: 'Communicated effectively with external stakeholders to ensure timely delivery of 1000 magazines weekly'
- Not everything has to be included, particularly beyond 10 years or where there is no relevance
- Can group similar roles e.g. part-time work while studying

VOLUNTEER & EXTRA-CURRICULAR ACTIVITY

Position/Role

Organisation

Dates (from – to)

In reverse order

- Include relevant clubs and societies e.g. Engineering Student Society, Women in Technology Society
- Use consistent layout to employment and highlight relevant activities and transferable skills relevant to the role
- If many types of involvement, cluster using subheadings e.g. Community, Sport, Committees

PROFESSIONAL MEMBERSHIPS & DEVELOPMENT

Professional Association

Dates (from – to)

In reverse order

- Use consistent layout to employment and highlight relevant activities and transferable skills relevant to the role
- Did you take on any responsibilities or engagement?
- Also any conferences or professional development/training undertaken

REFEREES

- Name, relationship to you, their role and where they work, phone/ mobile numbers and email- suggest including 2-3 referees
- People who have seen you work, although could be academic staff if relevant to your future field of work
- If referees not requested, you may use 'Referees available on request'

WANT TO FIND OUT MORE?

Contact us

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 eng-placements@unimelb.edu.au

 currentstudents.eng.unimelb.edu.au