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RESUME PREPERATION

Many athletes pursuing sporting careers have training and competition schedules which may prevent them from establishing a consistent working history. Some athletes may put off study and work commitments until after sporting retirement. Others may have done jobs which do not specifically relate to their career goals but do allow them to make enough money to train and complete. This is where a functional CV/Resume is ideal.

List your skills in descending order of importance by following the lead of job specification.

You communicate your experience and skills in your resume and your personality comes across in the interview.

STEP 1- PRESENTATION OUTLINE

- ❑ The first step is to examine the purpose of a resume.
- ❑ Review the necessities for a successful resume in both content and format terms.
- ❑ Investigate the sections of a resume including;
 - Summary profile
 - Personal details
 - Employment Details
 - Referees

WHAT IS THE PURPOSE OF A RESUME

- ❑ Market yourself as the job seeker.
- ❑ Gain the reader's attention.
- ❑ Provide information about your skills and achievements.
- ❑ Show you are qualified for the job!
- ❑ Provide sufficient information to "wet their appetite".
- ❑ Provide a framework for discussion.

SECURE THAT INTERVIEW

FORMAT OF A SUCCESSFUL RESUME

Step one – Presentation – this is vital it will be judged by its content and its appearance, use space and headings, **CAPITALS, bold print** and underlining

- ❑ There is no one optimum style/format.
- ❑ Layout needs to be legible, consistent and “reader friendly” – use easy to read font size; 12 Times New Roman is the preferred font.
- ❑ Dot points – no need for long narrative points.
- ❑ Clean- no grey lines or photocopier marks.
- ❑ Put dates on the right hand side. People generally read from the left to right hand side of the page. Things on the extreme right get less attention from the reader than those on the left.
- ❑ Good quality paper
- ❑ Clear headings-large, easy to read typeface.
- ❑ Pages should be numbered and include your name.
- ❑ Staple.

Step two – Content

- ❑ Keep it honest – don’t exaggerate your experience.
- ❑ Minimise or avoid pronouns altogether. A pronoun can replace a noun or another pronoun. Examples of pronouns are "he," "which," "none," and "you".
- ❑ Avoid acronyms and jargon.
- ❑ Use concise and clear terms.
- ❑ Length 3 – 6 pages.
- ❑ No typographical or grammatical errors.

RECOMMENDED SECTIONS AND ORDER OF PRESENTATION

- ❑ Summary /Profile.
- ❑ Personal Details.
- ❑ Employment/Career History – list these in reverse chronological order (start from the present and work back).
- ❑ Referees.

SKILL SUMMARY /PROFILE

May include

- ❑ Career objective- outlining your ideal role and focus.
- ❑ Key achievements- illustrating success in similar roles.
- ❑ Management or operating style – management potential.
- ❑ Personal characteristics/motivators.

Key skills

- ❑ Benefits – why you will be of value
- ❑ Transferable skills.
- ❑ Focus on relevant experience.
- ❑ Potential attributes.
- ❑ Technical skills.

Career summary

- ❑ Highlighting specific industry exposure and practical experience/specialisation.

PERSONAL DETAILS

- Full name and / or preferred name.
- Address.
- Telephone contact numbers.
- Education.
- Training courses.
- Professional associations/memberships.
- Language details.
- Drivers licence.
- Permanent residency.
- Hobbies/interests.

EMPLOYMENT /CAREER HISTORY

- Company Details.
- Dates.
- Company Name /Division.
- Position title- description of role.
- (Leave out details of past salaries/bonuses).
- (Do not mention why you have left previous jobs).

RESPONSIBILITIES

- The purpose of your job- where did it fit into the organisation.
- The dimensions of your position- state-wide/national.
- How much accountability and/or responsibility you had for budgets/staff.
- Who you reported to.
- Ensure the reader understands what you did, not just your duties.
- Positive, active words in the past tense.

ACHIEVEMENTS/ ACCOMPLISHMENTS

- How well did you perform in the job- did you add value?
- Did you effect any special achievement?
- Successful projects.
- Any initiatives you developed and implemented.
- Quantify if possible.

Be specific-use numbers or percentages to illustrate your success.

Positive active words in the past tense.

REFEREES

Choose referees carefully. Select people who can speak with confidence about your performance. Don't use relatives. Include their name, position, their organisation, their address, and their telephone number. It is important that you ask the people first if they are prepared to take on the role of referee before you include them in your CV/Resume.

- ❑ Names, address and current numbers.
- ❑ Indicate previous status/relationship to you.
- ❑ Inform referees of the position requirements.
- ❑ Ask your referees- does my resume accurately reflect my skills and abilities?
- ❑ Consult with your referee regarding resume content.

FINALLY

Proof-read your CV/Resume for correct spelling and grammar.

Ensure it is up to date

Always send a covering letter with your CV/Resume