

How to stand out from the crowd:

Resumes and Selection Criteria

Resumes – What?

It is a document that summarises your work experience, educational background, skills and work attributes.

Resumes – Use

- Job seekers: use their resume to market themselves to prospective employers for the purpose of gaining employment
- Employers: use resumes to screen applicants prior to the interview

Resumes – How?

- You should target your resume specifically to the job you are applying for.
- Targeting your resume shows the employer your particular interest in the position, and that you have the knowledge and experience to undertake the duties.

Resumes – How?

- Your resume should be presented in a clear, concise, easy to read format
- List items in reverse chronological order
- An appropriate length is about 2-4 pages
- Check you have consistent and accurate formatting and spelling
- Keep it positive
- Don't make unsubstantiated claims

Resume Content

- Contact details
- Career summary or objective
- Education and training
- Work skills
- Employment experience
- Other experience and skills
- Referees

Contact Details

- Should be positioned at the top of the first page
- Phone numbers should be current and email addresses should be professional
- Do not include photos or information regarding your marital status, age, religion etc (unless relevant)

Example: Contact Details

John Smith

1 Long Street
Toowoomba Qld 4350
Phone: 0404 632 165
Email: john@hotmail.com

Career Objective/Summary

“A (function) position where my skills in..., my knowledge of...and my experience of...will give me the opportunity to...(result)”

Source: Write a Winning Job Application, Lloyd White, 2008, 4th edn

Example: Career Objective

Career Objective

I have recently completed my Bachelor of Engineering (Mechanical) through USQ and am now seeking full time employment that allows me to utilise both my theoretical and practical knowledge of Mechanical Engineering.

Education and Training

- List highest qualifications first
- Include name of course, institution, majors and date completed
- Include your GPA (if over 5.5) or if you have graduated with Honours or Distinction
- Add additional training and qualifications e.g. trade qualifications, first aid certificates

Example: Education and Training

Education and Training

Tertiary

2010

Bachelor of Engineering (Mechanical)

University of Southern Queensland

Key Subjects:

Fluid Mechanics

Manufacturing Processes

Stress Analysis

2007

Certificate III in Computer Aided Drafting

Southern Queensland Institute of TAFE

2005

Senior Certificate

Toowoomba State High School

Additional Tickets and Training

2007

Senior First Aid Certificate, Queensland Ambulance

2006

Construction Safety Induction "White Card"

2006

Forklift Ticket

Work Skills

- Position these on the front page below your qualifications
- Draw on your strengths
- Highlight the skills that you have, which are referred to by the employer in the position description, job advertisement, website
- Substantiate your claims
- Consider transferable skills
- Example: [Suncorp](#)
- Example: [Reckitt Benckiser](#)

Example: Work Skills

Demonstrated Skills

Computer Skills

AutoCAD, AutoCAD Vault, QDMS, Project Wise, Solid Works, MS Word, Excel, Explorer, PowerPoint, Publisher, & Outlook, Adobe Acrobat (Writer & Reader).

Planning/ Organising

Demonstrated by successfully balancing full time study commitments as well as part time employment.

Work Experience

- Include volunteer experiences
- Unpaid work experience or placements

Example: Work Experience

Work Experience

May – Sept 2010

Tyco Southern Cross, Toowoomba Qld

Mechanical Drafter (unpaid work placement)

Duties:

- Development of mechanical drafting's of pumping systems
- Assisting engineering team with development of new products

Employment History

- List in reverse chronological order i.e. start with your current employment
- Include casual positions as evidence of transferable skills
- You might combine similar positions
- List positions if all within same organisation
- Include duties or major achievements
- Include dates, job title, organisation, location

Example: Employment History

Employment History

December 2008 - Current
Storeman (Casual)

Harvey Norman, Toowoomba Qld

Duties:

- Safe forklift operations, management of stock storage;
- Assisting customers with collecting purchases;
- Monthly figures and safety reporting.

November 2009 –January 2010
Engineering Vacation Program

RIO Mining, Blackstump Qld

Duties:

- Organised site drawings and documentation
- Worked in a team of 4 on major site projects and shut down
- Coordinated the delivery of materials required for a major engineering project
- Assisted with implementation of maintenance documentation
- Updated site layouts documents
- Assisted with system and procedure development

Other Experience and Skills

- Special achievements e.g. scholarships, academic awards
- Sporting achievements e.g. team captain
- Professional membership e.g. membership status with Engineers Australia, CPA, ICAA

Example: Other Experience and Skills

Professional Associations

Student member of Engineers Australia

Referees

- List people you know can attest to your performance against the selection criteria
- You should include 2-3 referees
- Check with your referees before listing them on your resume
- Include name, position, contact details, relationship

Example: Referees

Referees

Mark Dawson

Stores Supervisor
Harvey Norman Stores
Toowoomba, Qld
(07) 4635 2456
0408 564 255

Tony Mackenzie

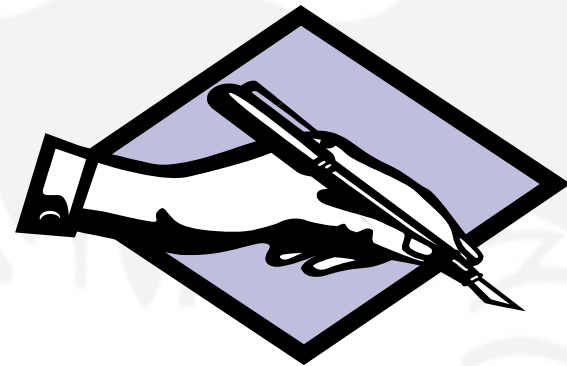
Engineer
Rio Mining
Dampier WA
(07) 4999 9999
Email: tony@rio.com.au

Putting it all together...

- Check for spelling and grammar
- Get someone to proofread it for you!
- Check you have included all relevant experiences and qualifications
- Check the formatting is consistent e.g. font, spacing

Application Letters

- An **application letter** is a response to an advertised vacancy whereas a **cover letter** is an introduction letter, which you might include when you are handing out your resume.



Application Letters

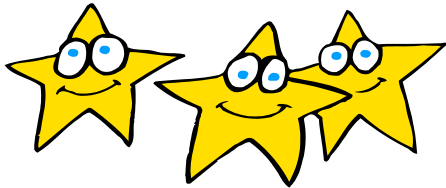
- Your details (at the top of the letter)
- Employer details
- Why you are sending them your resume?
- A quick introduction
- Explanation of how you're the perfect match
- Call to action

Selection Criteria

- Selection criteria are the skills, knowledge, experience, values and attributes deemed necessary for the position
- They come from the job duties, which are outlined in the position description
- There may be essential and desirable criteria
- Candidates are required to address each criteria as part of the application process

Example Criteria

- Well developed communication skills
- Ability to work as part of a team
- Planning and organising skills
- Demonstrated commitment to customer service
- Displays personal drive and commitment
- Sound analytical and research skills



The STAR model

This is the most common model used for addressing criteria

Situation: Set the context

Task: What tasks were you required to do?

Action: How did you undertake the task?

Result: What was the result?

[APS 'Cracking the Code'](http://www.apsc.gov.au/publications07/crackingthecodefactsheet5.htm) –

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Example response: Highly developed communication skills

Situation: In my current role at XYZ I have developed ...

Task: When I was working on ... project, I was required to ...

Action: I compiled letters, briefs, emails, strategies, reports. I used my communication skills to clearly outline ...

Result: As a result, the project was a success ...

Selection Criteria Tips

- Approach it like an assignment
- Do your research and brainstorm
- Use the maximum allowable word limit
- New page for each criterion
- Language
- Presentation (spelling, grammar, format)
- Examples, examples, examples!!

Need help?

- Refer to the Student Services website - <http://www.usq.edu.au/studentservices/careers/students/getjob/jobapps>
- Visit us at 'The Work Shop' - we can check your resume and selection criteria
- Phone – 07 4631 2210
- Email – careers@usq.edu.au

Careers & Employment

Questions?

