

UTS Careers Service

Resume Review Preparation Checklist

You **must** complete the following steps prior to attending your resume review. Please bring this checklist with you for a resume review at a 15 minute “drop-in” consultation with a Recruitment Advisor - no appointment necessary.

1. Review the **resume samples** on the UTS Careers website (www.careers.uts.edu.au → 'Resumes and Applications' → 'Your Resume' section)
2. Use the **resume checklist** below to complete a self-assessment of your document. Make adjustments to your document as needed. You must bring your completed checklist to your appointment
3. **Print** a copy of your resume for your “drop-in” consultation

Please note additional resources can be found on CareerHub via bit.ly/UTSCareersResumeWriting

RESUME CHECKLIST

Review whether your resume incorporates the checklist guidance below. Place  in the box as you assess each item

Presentation and Formatting

- Resume is 2-3 pages in length for student/graduate level
- Layout looks well-spaced
- Your name is at the top of the first page and is the largest font on your resume
- Section headings stand out (bolded or underlined or a larger font than general content)
- General content of your resume is presented in size 10 - 12
- Formatting is consistent throughout the document (font style and size, justification of text, position of dates and titles)
- Dot points are used when giving details – no lengthy sentences or paragraphs

Sequence

- Sections are listed in order of relevance to the role, usually the *Education* section is first
- Most recent activities are listed first in the *Education*, *Employment History* and *Extracurricular Activities* sections
- Dates are listed by month and year e.g. January 2015 – July 2015 or Jan 2015 – Jul 2015 (we do **not** suggest that you write dates as 01.2015 – 07.2015)

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Content

- Omit irrelevant information – Photos of yourself and details about your date of birth, gender or marital status are not required for Australian resumes
- Education* section includes your current degree details and expected completion/graduation date as well as academic achievements
- Employment History* section contains bullet points outlining your duties as well as notable contributions/achievements for each role
- Achievement statements are specific and quantified – use numbers and statistics where possible
- If you have a *Relevant Skills* section, there are specific examples / evidence for all strengths claimed
- Where possible, include relevant key words / phrases mentioned in the job advertisement to show you meet the role requirements

Language

- All spelling is correct – Australian / UK English
- Appropriate tenses used – past tense for previous experiences and jobs
- Use action verbs when describing responsibilities in past and previous jobs – e.g. “Organised / Co-ordinated” etc.
- Explain unfamiliar acronyms when you first mention them in your resume – e.g. “High-definition video (HDV)”

*** For writing and language support (grammar, spelling and/or vocabulary), you may benefit from visiting the HELPS Drop-In Service. The HELPS Office is located in Building 1, Level 3, opposite the Tower Café

Looking for a job or an internship?

Visit our job board on CareerHub to find out about vacancies on-campus and outside of UTS

(www.careers.uts.edu.au → “Find Job” icon)