



# Work

## Resume Tips

### Writing your resume

This is your History Book. It allows the employer to read about you and your experiences. If you are about to write your resume, work through the dates and experiences that are easy to remember, then, you can fill in the gaps once the big picture is in place.

A tip here is to always think the information through, and never compile an important document like this in a hurry. Once you have a resume or CV make sure you keep it up to date.

### Ensure you include all relevant information:

- Current job
  - Job description
  - Person specification
  - Other activities
- Other part-time or casual jobs
- Community service / volunteer activities
- Sports activities & involvement
- Hobbies & interests
- Other courses / education undertaken

### If relevant:

- Travel experience
- Positions of responsibility
- Aptitude test/results
- Vocational interests

*For more information, phone the office and ask to spend some time with a consultant, Training for Learning Co prepares resumes for those people wanting assistance with this process and can also assist with writing applications, letters and answering selection criteria. We have a CD for those wanting to create their own CV, and the CD also includes some templates to vary your presentation.*



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