

RESUME WRITING

HERE'S WHAT YOU NEED TO KNOW

What is the **mandatory** content?



Contact Details/
Personal Statement



Qualifications



Skills



Work
Experience



References

What is the **optional** content?

Achievements
&
Awards



Language(s)



Training/
Conferences



Projects

- Internships
- Volunteering
- Publications



Hobbies



1. The 7 sec. Rule.

2. Use a Good template.

- Have a clean design & layout.
- Avoid columns & graphics.

3. Your Resume reflects your professionalism.

For more information, check out:



StudyADELAIDE
SOUTH AUSTRALIA

: [For Employment Toolkit](#)



seek

: [For Career Advice](#)

