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IMPLEMENTING MY CHOICE



# Résumé Writing



# Learning Outcomes

The information in this career resource will develop your:

- Understanding of résumés and their purpose.
- Knowledge of different sections of a résumé.
- Skills in writing a tailored résumé.

## What is a résumé?

A résumé is one of the documents that you need when you want to get a job. It is typed and tailored to the specific role you are applying for. Your résumé summarises who you are, what you can bring to the role and your skills, experiences and achievements that are relevant to the position you are applying for. This information is listed and described under relevant headings.

## How long should a résumé be?

Your résumé is a summary so it should include relevant information and be as brief as it can be, while also having enough white space to make it appealing to the eye.

There is no set rule about the length of your résumé, but in Australia some résumé writing experts say that a school student may aim for a résumé of 1-2 pages, while others recommend no more than 4 pages.

