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# Career Guide E-Book

How to Write a Good Resume?

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# Introduction

Gain valuable tips and insights for navigating life during and after school

## How does it work?

Here at CareerView, we receive numerous career-related questions from students across the country who are in need of practical and relatable advice. We carefully analyse each question and compile the most frequently asked ones.

We present these frequently asked questions to our network of Young Professionals across different career paths, industries, and cultural backgrounds, who generously share their real experiences of schooling and early professional life, to give you the best advice.



# Featured Question

Most frequently asked question by students

## How to Write a Good Resume?



# Advice from Young Professionals

How to write a good resume?



**Zane Jones**  
Engineer

“Tailor your resume to the job. Use keywords from the job posting and highlight your relevant skills and experiences. Use a clear and easy-to-read format. Use specific examples to demonstrate your proficiency in these skills. Proofread and edit.”

“Get multiple people to proof read your resumes. Always include key words from the job description in the resume. Most importantly, keep it clean, simple and to the point! Less is more!”



**Jessica Chia**  
Analyst



**Zac Werner**  
Actuary

“Stick to the facts, provide examples. Don't make it long, 1 or 2 pages max. No one wants to read war and peace to know whether you're a good fit. Choose a format that is easy on the eye, not cluttered.”

“Include the most important things first in your resume and make sure that you link any experience that you have back to how it will help you in the role you're applying for!”



**Hannah Nichol**  
Consultant

# Advice from Young Professionals

How to write a good resume?



**Georgia Parentich**  
Digital Marketer

Keep it simple and easy to skim read with dot points and subheadings. There are heaps of great templates on Canva that can make your resume look more professional! It can feel difficult to write when you don't yet have a lot of work experience. So try volunteering or get involved with school and university clubs/committees so you can add these experiences to your resume.

First, make sure you portray a well balanced involvement outside of your studies with part-time jobs, volunteering, societies experience. This shows you are able to work with others, outside of the largely individualistic academic environment. Second is get multiple people to proof read. A second opinion is extremely valuable for a document that you're aiming for a positive response from someone else!



**Usaid Rana**  
Engineer



**Nagham Sakhr**  
Consultant

Highlight the skills you've learnt from the work you've done, and communicate that these skills match what they're looking for. Think of not just what you've done, but what you're capable of doing and learning on the job because of the experience and work you have, and highlight that!

# Advice from Young Professionals

How to write a good resume?



**Jason Wong**  
Physiotherapist

“Take the initiative by delivering a hard copy of your documents to the workplace—it showcases proactive effort and sets you apart from the rest!”

“Quantify achievements where possible. Use bullet points. Keep the font type, font size and spacing consistent and justify the text. Use action words.”



**Vatsla Trivedi**  
Marketing Specialist



**Mitch Terry**  
Chef

“A good and honest resume is vital. List your current experience and what inspired you to work. As long as it's honest to who you are there won't be any issues.”

“Looking at friend's resumes and checking out online templates really helped. Getting a few different people to review your resume and proof read it before sending it off.”



**Steph Di Giovanni**  
Psychologist

# Advice from Young Professionals

How to write a good resume?



**Claudio Pizzirani**  
Engineer

“Keep it simple and succinct, if it doesn't look good then it's not going to be looked at. The perfect resume for one job won't be the same for another, so it's important to read what the job you're applying for is wanting and you can tweak it accordingly. Not massively, but if they require a few key skills which you have experience with, you might want to emphasise them.”

“Each industry requires different elements, but you can stand out with diverse experiences and addressing the selection criteria. Aim to strike a balance between showcasing practical skills needed for the job and the transferrable skills you've learned from volunteering, community and your own creative passions.”



**Naomi Crosby**  
Dietitian



**Joshua Bell**  
Geologist

“Create a solid resume with these easy steps. First, find a suitable online template for a similar job. Then, copy it in MS Word. Add relevant extra-curricular activities. Be honest and clear—avoid making up experiences. Employers appreciate sincerity and simplicity in resumes.”



# Advice from Young Professionals

How to write a good resume?



**Julia Tana**  
Legal Assistant

Keep it brief. Make sure the formatting is consistent and that the font is easy to read. Avoid "waffle" and keep it to bullet points. Try to include information that is relevant to the position you are applying for and/or current. Cover letters are always good too.

Cut the fluff. I don't care what job you had when you were in Grade 10 (unless that job is incredibly relevant). Chances are, the person reading your resume is reading many resumes. So it is important to keep it simple and easy to read.



**Samuel Skuthorp**  
Actor



**Holly Thong**  
Speech Pathologist

Have an easy to read format - keep information simple and succinct. Include specific examples related to the selection criteria of the job.

Make sure you respond and meet the expectations of the prospective employer. Conducting thorough research and due diligence is essential to determine whether you are a suitable match for each other.





**Sam Devine**  
Architect

# More resources

Access free career aid resources

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**Career Advice Podcast:** Listen to Young Professionals share their personal experiences and advice to frequently asked questions. [Click Here!](#) 

**Young Professional Network:** connect through the Young Professional Network and submit career-related questions to Young Professionals, receiving candid advice and valuable tips. [Click Here!](#) 





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Connect. Communicate. Network



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