

RESUME STEP BY STEP GUIDE

This document provides a step by step breakdown of each section of the resume and provides information on the purpose of these sections. It can be used as a supplement to the Blank Resume Template as it gives further explanation and guidance.

Step 1. The Contact Details

PURPOSE: To provide various methods of how the recruiter can contact you.

Name

Permanent Resident

1 Brisbane St, Brisbane, Postcode

Home Contact | Mobile

[email](#)

If you are a permanent resident you can leave this here. If not, only include your name and contact details.

Step 2. Career Goal

PURPOSE: To tell the recruiter who you are, what you are looking for in the organisation or work area, and what you can bring to the role/work environment. It should be about 3 lines in length.

HOW : You can use the template below to structure your response.

CAREER GOAL _____

To apply my skills in ... to a ... role where I can continue to....

Example Career Goal

CAREER GOAL _____

To continue to apply my knowledge and skills in finance and accounting, as well as my customer focus and business skills, to a finance / accounting related role or a business analyst role where I can contribute to Council's success while further developing my skills and financial career.

Step 3. Professional Summary

PURPOSE: To give an overview of your skills, experience, and key achievements that are relevant to the role you are applying for.

HOW : Use the same language, terms and qualifications as stated in the job advertisement. This makes it very easy for the recruiter to see a fit between the job selection criteria and your application.

Note: *If there are no selection criteria specified in the job or accompanying documents, you should firstly create your own based on what you know about the position, the company, and what their current needs are. Please contact a MEIP consultant if you need assistance with this.*

PROFESSIONAL SUMMARY

- (Number) years/months experience in (profession/work area);
- (Number) years/months Australian experience in (Profession/work area);
- Key achievements that are relevant to the role;
- Skills gained and to what level;
- You can address points from the selection criteria in this section.

Example Professional Summary

PROFESSIONAL SUMMARY

- 6 years experience in accounting related roles, including 11 months Australian experience in Payroll and accounts payable;
- Experienced in working collaboratively with managers on projects in a team environment (including teaching skills to others as well as learning from my colleagues);
- Strong working knowledge of Oracle and SAP;
- Strong time management and high attention to detail;
- Keen to continue learning and developing my accounting and other business knowledge.

***Note:** You can **Bold** key words in this section to further highlight the selection criteria and key points you want the recruiter to see based off the selection criteria from the Job advertisement. For an example of this, see the template at the end of this document.*

Step 4. Education

PURPOSE: To show the recruiter your qualifications that are relevant to the role you are applying for.

HOW: List your qualifications (including TAFE Courses, university degrees etc) in reverse chronological order from most recent to least recent.

EDUCATION

Year	Course ORGANISATION, COUNTRY
Year	Course ORGANISATION, COUNTRY
Year	Course ORGANISATION, COUNTRY

Example Education

EDUCATION

2007	Master of Commerce, specialising in Banking and Finance GRIFFITH UNIVERSITY, BRISBANE, AUSTRALIA
2006	Bachelor of Commerce, specialising in Accounting and Applied Finance GRIFFITH UNIVERSITY, BRISBANE, AUSTRALIA
2004	Diploma of Commerce QUEENSLAND INSTITUTE OF BUSINESS AND TECHNOLOGY, BRISBANE, AUSTRALIA

Step 5. Employment History

PURPOSE: To provide details on your responsibilities and achievements from your previous roles.

HOW: List your work experience in reverse chronological order from most recent to least recent.

You can use both your **responsibilities and achievements to respond to the selection criteria** from the job ad.

EMPLOYMENT HISTORY _____

ROLE TITLE

Company Name, Country

Month Year – Month Year

- List your key responsibilities and day to day tasks you performed in this role that are specific and you feel could be used in future workplaces;
- Use the Present tense when writing these → **For example: Assessing, managing, analysing.**

Achievements:

- List 2-4 achievements for each role;
- Your achievements are the things that make you stand out in your role;
- If you won any awards, list them here;
- If you did any task that was above an average level
 - **(For example you produced a report that was meant to take 3 months in just 2, and it was accurate) list that here.**

Example Employment History

One of the selection criteria is ***Ability to support projects to be completed on time and within budget.***

PROJECT ENGINEER

Xyz Engineers, Iraq

February 2006 – April 2009

- Managing a team of 6 staff across various functions to ensure the completion of “xxx” project;
- Assessing, analysing and reporting on project expenditure. ←

Achievements:

- Completed a \$3 million project on time and on budget; ←
- Significantly exceeded client’s expectation that resulted in more work for the company.

Step 6. Personal and Professional Development

PURPOSE: To highlight any development that you are currently undergoing or have undergone, both personally and professionally.

HOW: You can include any professional memberships, courses, or work training that is relevant.

PERSONAL AND PROFESSIONAL DEVELOPMENT _____

Year **Course**
ORGANISATION, COUNTRY

Year **Course**
ORGANISATION, COUNTRY

Year **Course**
ORGANISATION, COUNTRY

Example Personal and Professional Development

PERSONAL AND PROFESSIONAL DEVELOPMENT _____

Current **Engineers Australia Membership**
ENGINEERS AUSTRALIA, AUSTRALIA

2009 **MYOB Training Course**
SARINA RUSSO, BRISBANE, AUSTRALIA

Step 7. Computer Competencies

PURPOSE: To show the recruiter what computer skills you have and what programs you can use.

HOW: List your computer skills you have and at what level. This is usually grouped as Basic, Intermediate, Advanced and Expert

COMPUTER SKILLS _____

- **Expert:** Microsoft Word, Microsoft Excel, and Microsoft PowerPoint;
- **Expert:** Integrated Financial and Business Information System (IFBIS);
- **Expert:** Competent at using ADI, Ellipse, CorVu.
- **Intermediate – Advanced:** Crystal reporting, budget management system (BMS), and data warehouse.
- **Expert:** using MYOB
- **Typing speed:** 50wpm
- Strong internet navigation and research skills

Step 8. Referees

PURPOSE: To provide contact details of people who can validate your performance against the selection criteria of the job.

HOW: Include 2- 3 referees. They can be from Australia or overseas, as long as you provide as many contact details as possible.

REFEREES

Name

Position

Organisation

(p)

(m)

(e)

Name

Position

Organisation

(p)

(m)

(e)

Name

Position

Organisation

(p)

(m)

(e)

Example Referees

REFEREES

Peter Longfellow

HR Manager

Brisbane City Council

(p) 3027 0000

(m) 0404 111111

(e) p.longfellow@email.com

Jane Planter

Project Manager

XYZ Engineers

(p) 3500 0000

(m) 0404 000000

(e) j.planter@email.com

Step 9. Naming Files

PURPOSE: To ensure that the recruiter knows who the file belongs to and what the file contains.

HOW: Use your name, document type and position title that you are applying for.

Example File Name:

John Smith _Resume_ Assistant Accountant Position

Step 10. Saving and Storing Files

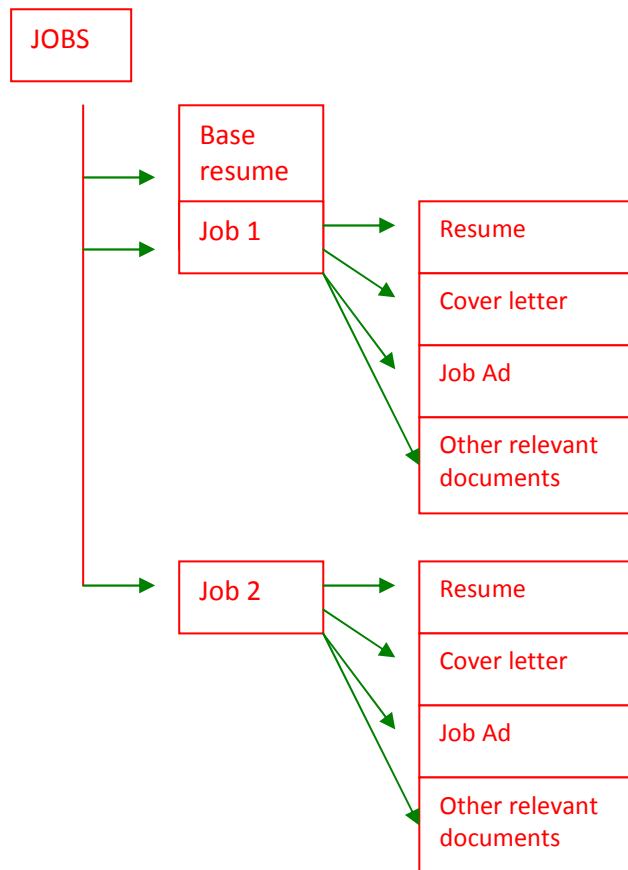
1. Convert to PDF

PURPOSE: To ensure that there are no formatting changes when the document is opened by the employer/recruiter, especially if they are using a different version of Word.

2. Storing Files on Your Computer

PURPOSE: To ensure that your resumes, cover letters and other relevant documents are organised in folders for easy access.

HOW:



Template Summary

Name

Permanent Resident

1 Brisbane St, Brisbane, QLD, Postcode, Australia

Home Contact | Mobile

Email address

CAREER GOALS

To apply my knowledge and skills **in finance and accounting, as well as my customer focus and business skills**, to a finance / accounting related role or a business analyst or project role where I can contribute to Council's success while further developing my skills and financial career.

PROFESSIONAL OVERVIEW

- **6 years experience in accounting related roles**, including 2 years as a graduate Accountant in the Brisbane City Council graduate program;
- **Experienced in working collaboratively with managers** on projects in a team environment (including teaching skills to others as well as learning from my colleagues);
- Strong time management and **high attention to detail**;
- Received Council training in Customer services, Team leadership, and WHS;
- Keen to continue learning and developing my accounting and other business knowledge.

EDUCATION

Current **CPA program**

2007 **Master of Commerce, specialising in Banking and Finance**
GRIFFITH UNIVERSITY, BRISBANE, AUSTRALIA

2006 **Bachelor of Commerce, specialising in Accounting and Applied Finance**
GRIFFITH UNIVERSITY, BRISBANE, AUSTRALIA

2004 **Diploma of Commerce**
QUEENSLAND INSTITUTE OF BUSINESS AND TECHNOLOGY, BRISBANE, AUSTRALIA

EMPLOYMENT HISTORY

GRADUATE ACCOUNTANT

Brisbane City Council, Brisbane

January 2008 – October 2010

- Working with senior managers in Brisbane City Council to assist in various accounting tasks within different departments.
- Working with the financial controller in HR and assisting them to forecast the costing for several projects and reviewing invoices information by using Ellipses;
- Assisting Treasurer Officer in Queensland Urban Utilities to reconcile banking statements before the new financial year and guide new staff in using Council financial systems;
- Distributing invoices via the internal trading system to all of council and also processing daily invoice payments required from outside of Council;
- Prepare budgets for the whole of council and accurately record data into Council system;
- Working as the Assistant Accountant in the City Business Department with duties including:

- Complete monthly financial reporting, reconciliations, manager reports for three trading units;
- Assist the financial manager to complete monthly registration and fixed asset reporting;
- Assist the financial manager to complete the business reports before the deadline;
- Accounts administration duties such as voucher filling, invoice checking, data entry and documentation;
- Journal entry input, month end statutory reports, reconciliations in the general ledger and balance sheets;
- Maintain records for petty cash and credit cards.
- Regular and ad hoc reporting as needed.

Achievements:

- Developed confidence in what is expected of me from tasks that I'm given by my supervisor.
- Improved my computer skills, such as Microsoft Excel skills and gained a strong working knowledge of financial systems such as Oracle and Ellipse;
- Completed accounting consolidation and reporting processes on time with high levels of achievements;
- Successfully identified accounting issues and implemented appropriate solutions as well as ensuring relevant backup documentation was accurately maintained to ensure audit requirements were met;
- Built successful professional relationships with fellow colleagues who assisted in meeting deadlines and producing a high standard of work, as well as contributing to the overall efficiency of the team;
- Developed a knowledge of council's accounting procedures and relevant standards which was used to provide guidance and information to internal customers.

PROFESSIONAL MEMBERSHIP

- CPA of Australia
- Financial Services Institute of Australia

COMPUTER SKILLS

- **Expert:** Microsoft Word, Microsoft Excel, and Microsoft PowerPoint;
- **Expert:** Integrated Financial and Business Information System (IFBIS);
- **Expert:** Competent at using ADI, Ellipse, CorVu.
- **Intermediate – Advanced:** Crystal reporting, budget management system (BMS), and data warehouse.
- **Expert:** using MYOB
- **Typing speed:** 50wpm
- Strong internet navigation and research skills

REFEREES

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HR Manager
 Brisbane City Council

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