



Building your resume

A CV or resume is a professional document that shows your skills, knowledge and experiences. It provides employers with an overview of yourself, and helps them decide whether you are a good fit for the job. Employers will form a first impression of you based on your CV, before they even get to meet you. Therefore, it is important to produce a good quality and strong resume to stand out from the crowd!

A resume is usually sectioned into the following headings:

- Personal information: Name, phone number and email address
- Personal statement: A sentence or two which summarises your key skills and describes how you fit the role
- Educational listing and vocational experience: A list of your educational achievements, including internships and apprenticeships
- Hobbies and interests

Transferrable skills

These are the types of skills you can apply and make use of in a number of different roles. Together with your mentor, identify which of the following skills you have gained in life so far.

Action planning	Language skills	Problem solving
Adaptability	Leadership	Professionalism
Computer skills	Quick learner	Reliability
Creativity	Literacy	Strive for excellence
Customer service	Money management	Take initiative
Decision making	Negotiating	Team work
Delegation	Presentation skills	Time management
Good organisational skills	Prioritising	Interpersonal skills

Use the following table to come up with examples for your transferrable skills:

Question	Your experience	Skill
What clubs are you in inside or outside of school?	EXAMPLE: I am the goal keeper in the football team and I help organise weekly training.	EXAMPLE Team work, organisational skills
What position of responsibility do you have? (eg. captain of a team)		
What examples do you have of presenting in front of people (eg. speak at a school assembly, debating)		
Have you done any training courses?		
What role do you play in your friendship group (e.g. peacemaker, leader, event planner etc).		
Have you been involved in any volunteering activities (e.g. babysitting, fundraising etc).		
What experience do you have working in a team?		

Now give it a go and start your resume! This is a great activity to work through with your mentor.

Name:

Personal statement:

Educational listing:

Hobbies and interests:

Transferable skills with examples:
