

SUGGESTIONS FOR WRITING YOUR RESUME

HOW SHOULD I SET MY RESUME OUT?

Your employment history should always be listed with the most recent role at the top and work backwards from there. Try to have roles at the top which relate to the role you are applying for.

DO I NEED TO LIST THE EXACT DATES OF MY EMPLOYMENT?

Every single role should have the starting and finishing, month and year listed. There is no need to put exact dates, but simply putting the year is not enough information! Some candidates only state the year and when I delve into how long that they were at that job, their answer can be anything from 1 day to 12 months.

HOW SHOULD I LIST MY DUTIES FOR EACH ROLE?

Recruiters/ centre managers find it hard to read long arduous paragraphs about what you did in your last role. So that they don't miss anything crucial dot point your tasks and responsibilities with the most relevant points for each role at the top. These points should be able to easily account for what you did on a day to day basis (e.g. daily routines, programming, Assessment & Rating etc.)

SHOULD I ACCOUNT FOR ANY GAPS BETWEEN ROLES?

One thing a recruiter / centre manager looks for is gaps between employment. If you were unemployed for a period of time, it is important to account for it. It is better to state that you went on a 6 month holiday than to put nothing at all.

SPELLING AND GRAMMAR.

There is no excuse for poor spelling or grammar on your resume. Use "spell check". There is nothing worse than opening a CV in Word to find half of it underlined in red squiggly lines! In many cases recruiters/centre managers will not even read your resume when this happens.

SHOULD I PUT MY CONTACT DETAILS ON THE TOP OF THE RESUME?

Your contact details need to be very easy to find. I would always recommend putting them at the top of your resume (right near your name) so that they can't be missed!

PLEASE SEE AN EXAMPLE RESUME TEMPLATE BELOW:

- + Name
- + Address
- + Suburb
- + Phone number
- + Email address
- + Nationality (optional)
- + DOB (optional)
- + Personal statement / Career goal (Optional)

EDUCATIONAL QUALIFICATIONS

- + Year
- + Grade
- + Name of Study
- + Name of Institution

SUGGESTIONS FOR WRITING YOUR RESUME

(LIST ROLES WITH MOST RECENT POSITION FIRST)

Start date – End date

Name of Employer / Child Care Centre

Position title: Title of role

Responsibilities:

List tasks & duties

List tasks & duties

List tasks & duties

List tasks & duties

List tasks & duties

Start date –End date

Name of Employer / Child Care Centre

Position title: Title of role

Responsibilities:

List tasks & duties

List tasks & duties

List tasks & duties

List tasks & duties

List tasks & duties

PART TIME EMPLOYMENT WHILST STUDY

Start date – End date

Name of Child Care Centre

Position title: Title of role

Responsibilities:

List tasks & duties

List tasks & duties

List tasks & duties

Start date – End date

Name of Child Care Centre

Position title:Title of role

Responsibilities:

List tasks & duties

List tasks & duties

List tasks & duties

REFEREES DETAILS

(Try to have 2 or 3 references ideally including your most recent employers & those most relevant to the industry)

Name:

Position:

Company / Centre:

Phone number:

Name:

Position:

Company / Centre:

Phone number:

Name:

Position:

Company / Centre:

Phone number: