

Your résumé is a chance to highlight what makes you a good worker. It's a simple summary of your skills, education, and work experience. Don't be daunted by writing a résumé, just use an online template and follow these ten tips.

**01** Keep it simple and easy to read. Stick to one or two pages.

**02** Use an email address that sounds professional and make sure your contact details are correct.

**03** Put your work, education, and experience in order by date, starting with the most recent stuff first.

**04** When it comes to your work history, think outside the box. Mention any unpaid work you've done too, such as volunteering, school-based work experience, or helping your parents.

**05** Consider your interests and hobbies and how they might fit with the job you want. For example, playing sport can show you're able to collaborate and work as part of a team.

**06** Match your skills to what the job needs. Instead of saying 'I sweep the floors', say 'I maintain a clean and tidy work environment'.

**07** Share any qualifications and awards you've earned, any special interest projects, or clubs you're in.

**08** Include two people who can say good things about you, such as your manager, careers advisor, or sporting coach. Make sure your referees are ok to be contacted.

**09** Don't share personal stuff like your age, gender or religion, and don't add a photo of yourself.

**10** Double-check your spelling and formatting and fix any mistakes. Ask someone to proofread your résumé for you.

