

CAREERS PLUS RESOURCES: RESUMES TRANSCRIPT

Slide 1: How to build the perfect trade resume

No audio

Slide 2: Introduction to the course and overview

Hello and welcome to Tradeswomen Australia's "How to build the perfect trade resume" resource. When you're confronted with having to create a resume, the typical reaction is this - yes, I was the same. So, we've created this resource to help the process become a lot less daunting! In this resource you'll be introduced to what a resume is, and why it's not only a necessity, but a great tool to help you land the perfect job. From there, you'll be taken through what a resume is made up of, and its contents in detail. Armed with these tools, we'll then go through some tips and tricks straight from industry on how to grab the eye of the employer, as well as take you through an example of a great resume. In between this information, we've popped a few quizzes and activities along the way to make sure you've picked up on key areas and make you more confident in preparing or improving your current resume. As always, Tradeswomen Australia's Career Plus team are here to help you - at the end of the presentation, we'll provide our contact details so you can get in touch if you need help or feedback. Great, let's get started!

Slide 3: Resumes - what are they, and why are they needed?

No audio.

Slide 4: What resumes are

Resumes are essentially a tool to market yourself (in a working sense) to a prospective employer. It's used to feature your various skills and experience, as well as any achievements you've had relevant to the industry and the job you're applying for. It features the history of relevant places you've worked, education, training and any qualifications relevant to the industry. It also contains a summary about your attributes and skills, as well as work references.

Slide 5: Why resumes are important

Put simply, it is an essential and professional document that any prospective employer will ask you to provide.

It is used solely to assess whether you're the right person for the job - have you got the necessary qualifications, skills, qualities and experience that they need, and have asked for in the position description. From there, they will assess you and many other candidates against a set of criteria and determine whether you'll be asked in for an interview.

It is also an opportunity to really put yourself out there for a great position. We know it's hard to talk yourself up, but try and be as complimentary about yourself as possible. Think of the amazing qualities, skills and talents you have that are a perfect fit for the role, that match the selection criteria, and convince the employer that you are amazing too!

A resume also creates a lasting impression. Because it is such a short document full of a wide range of information about you, the level of care and conciseness you use in it will really make an impact. Ensuring that it is also presented in a professional format will also impress.

Slide 6: A few rules to follow

There are some general rules to follow when you're creating a resume.

Firstly, you want to keep it as concise as possible - one page as a minimum, and two pages at the most.

If the resume is going to be assessed by an ATS (or applicant tracking system), it's best to provide the resume in a Microsoft Word or Google document format, unless the prospective employer has requested otherwise.

It also needs to be organised well so that the prospective employer can easily locate and read your information. It also has to be straight to the point and concise as possible to make it as easy for them to read through the material quickly.

We can't stress this enough - don't send in a generic resume: the employer will be able to pick up on it easily. You will need to tailor your resume to the job you are applying for, matching your skills, qualities and experience to each of the selection criteria.

Slides 7 and 8: Contents and Order

This is the formula you can use to create your resume:

- Personal details
- Professional summary
- Skills (which are pertinent to the role, and/or key words used in the position description)
- Work experience (again, pertinent to the role, and outlined as a requirement)
- Education, qualification and training relevant to the industry. Please note that if you have little to no experience, this can be inserted before your work experience section.
- The work experience and education sections can include your strengths, accomplishments and any awards
- References.

Slide 9: Resume example

Here is an example of a succinct trade resume. First comes their name and contact information. Second the professional summary, which (if concise enough) can also include a line about your career objective. Third, skills. Fourth, experiences. Fifth, your list of work experience. Put simply, it's the most recent work in reverse order. Next, it's your education, training and qualifications. And finally, your references.



Please complete Activity 1.

Slide 11: Resume contents

No audio.

Slide 12: Personal details

At the top of your resume, include your first name and family name.

Underneath, your address, city, state, and postcode.

Then your phone number – if you have a mobile number, that's preferable.

Next your email address.

If you have a LinkedIn profile, include this.

We strongly advise not to include a profile photo, your age or any other personal details.

Slide 13: Professional summary

Your summary will be the first thing that the employer reads. On average, recruiters and employers take 6 seconds to look over your resume. With that in mind, you really need to capture their attention very quickly! So your summary is the way to sell yourself in a way that gets them to keep reading.

A summary highlights your top work experience, skills and attributes.

If you have experience within the relevant industry you're applying for, you would also highlight the level of experience you have.

Keep in mind that this is a section that you can effectively utilise keywords within the position description.

Keep it as brief as possible. Think of it as the appetiser before the main – it's small, presented well, and is incredibly tasty! So keep it as bite sized as possible for the recruiter or employer.

Slide 14: Skills and experience

This again is a brief section where you highlight the skills and experience relevant to the position and industry you are applying for.

It's really important to combine a good balance of what's called hard and soft skills – together they are essential ingredients for the right candidate. Your hard skills will include essential training and experience, your soft skills are the qualities you exhibit in the workplace, such as a good work ethic, commitment, your attention to detail, your ability to work well with a team, and so on.

The recruiter will also be interested in the experience and learnings you gained from your work that you will bring to the new role.

Particularly if you are applying for an entry level role with little to no experience, it is really important to convey your passion and interest in the work and in the industry. For example, if you're looking to become a carpenter, tell them about performing some DIY's, work experience or volunteering jobs you've worked on.

Don't forget to use those essential key words within this section!

Slide 15: Work history

Work history is simply a list of your work experience which is relevant to the industry you're looking to get into.

Your work history is listed in reverse chronological order, which is basically your most recent workplace listed first, then your second most recent, and so on.

When you list your work history, ensure you include the name of the company you worked for and their location, your official job title, the date you were employed to the date you ceased to work for them (if you still work for them, just write "present").

From there, in dot point form, list the most relevant and important duties you performed. Make sure that they not only align with the selection criteria, but also responsibilities and skills over and above what is being asked for. This is where you can sell yourself further, listing accomplishments you attained during your employment.

Slide 16: Education and training

This section is where you list vocational training, licensing, and certification you've completed to date. Make sure the ones you list are relevant to the industry you're trying to get into, and list the most important at the top.

Slide 17: References

Professional referees can be an employer or person in leadership who can provide a character reference about you to your prospective employer. So think about this carefully - you're taking a lot of trouble to sell yourself, so who will help sell you too?

With this in mind, you need to choose your referees wisely. General advice on this subject is to avoid listing any family members.

Before you list your choice of referees, make sure you contact them first! Let them know what you're applying for, details of the job and what the prospective employer is looking for. This allows them time to think about what to say if they get a call.

The employer may not confirm how many references you need, so two to three are generally preferred if you are applying for an entry level role, or three to four if you are experienced.



Please complete Activity 2.

Slide 19: Tips, examples and resources

No audio.

Slide 20: Tips and tricks

There is a fair amount of effort that needs to be put into a resume. The easiest way to start the process off is to undertake what's called a brainstorming session. Check the position description, highlight key words and passages of selection criteria. Grab a piece of paper out and start writing down key ideas, skills, experience, training, etc. From there you will be able to start organising this information into relevant sections.

Don't forget to list any awards and accomplishments against your education or work history sections as part of selling yourself to the employer - these will be noted as quite valuable to the prospective employer.

If you have little to no work experience relevant to the industry, think about any extracurricular activities you perform that are relevant instead. Do you have hobbies, projects or interests that align? Perhaps you've undertaken unpaid work or volunteering whereby you've exhibited certain qualities or picked up great skills.

Action words, or powerful verbs, create impact and leave an impression. When you're listing your responsibilities, outcomes and accomplishments in dot point within your work history, lead the sentence with an action word – "led", "discovered", "exceeded". There are some great websites that list some great verbs you can utilise. In addition, if some of your outcomes or accomplishments can be quantified, ensure this information is included. Make sure you refer to our resources section at the end of this module – we have a couple of links there where you can access some great verbs.

We've already touched on this, but we wanted to reiterate the use of key words. If your application goes through an application tracking system or ATS, it will be searching for those key words. So make sure you include them, to ensure your application gets to the next stage.

As always, part of the care process is to check your resume thoroughly. Weed out any unnecessary information, see if you can refine any of your information or sentence construction. Check for formatting issues, errors and spelling mistakes.

Slide 21: Example

Here we have an example of a resume, created by someone who has little experience in the construction industry.

Firstly, they've correctly provided their contact details at the top – their first name, family name, address, city, state postcode, then their mobile phone number and email address.

They've gone on to provide not a professional summary, but what's called a career objective. To make it into a professional summary, all they'd need to do is start off with their skills and experience. From there they can talk about the strengths they've gained from this experience. Once completed, they can go on to talk about their career objective or long term goal.

Next, the person has elected to put their education and training before their work experience, which is the right thing to do if you have little to no work experience in the industry. It's correctly presented in reverse chronological order in each section. You'll notice that they've also used "current" in the space you'd normally provide a date, as they are in the process of getting a drivers licence. We would advise to include any accomplishments, qualities or awards attained in this section. I think it would be better if they provided just one heading instead of the two.

The next section, they talk about their work experience, but elected to separate their working experience into two distinct headings, separating their apprenticeship experience from their customer service experience. They've also ensured the experience is presented in reverse chronological order. For their apprenticeship, they have provided the approximate date of when they commenced their apprenticeship, and confirmed that they are currently employed in this position by writing "present". Next, they've confirmed the company they work for, as well as their working title or position. Underneath this information, they've correctly provided skills and experience attained through working as an apprentice in dot point form. We recommend leading every dot point with an action word, including any qualities or soft skills attained, or any accomplishments, recognitions and awards in work history as well.

In their customer service experience, they list responsibilities at their workplace. It would be good to again lead with an action word to make more impact. They've correctly listed an award that they were given at their place of work too, which will impress an employer. Again, it might have been better to just have one heading for their work experience instead of two.

Next, they've listed key skills they've gathered through their overall working experience. It looks like they've inserted some key words in this section too, such as "well organised", "team work" and "communication skills" which is great. They've also listed items such as use of tools, equipment and safe handling, that they're capable of physically carrying out work which trade employers will be on the look out for. There are also some areas that demonstrate skills over and above what the employer may have listed in the job description – management of a job from start to finish, as well as which areas they excelled at through receiving top marks and awards. You'll also notice that they've used an example outside of work – their football team – which is a great example of using an experience outside of work to demonstrate your skills and qualities.

In the next section, they've listed two hobbies. This isn't necessary, but it's good to include if it demonstrates that you're regularly involved in activities that are connected to your building your skills, experience and qualities that will be useful for the job.

Lastly, they've provided two referees. Correctly using first name and family name, their working title, the company they work for, as well as their contact number and email. The second referee seems to be missing contact details. If this occurs, it would be better to include "additional referees available upon request".

This is a good example of a trade resume for someone with little experience in trades, and with a few tweaks here and there, it would become a stand out resume.



Please complete the final activity, Activity 3.

Slide 23: Templates and Resources

No audio.

Slide 24: Templates

There are some great resume templates available online to download, or you might even choose to use a Microsoft Word template. Here are some recommendations:

Skills Road

MAS National

Job Jumpstart

Skills and Jobs Centres.

Links to all of the above resources have been provided at the end of this module.

Slide 25: Resources

We also recommend having a look at some great resources:

Australian Apprentice Pathways have an entire article on resumes

NECA Education and Careers have both an apprentice sample resume and a trainee sample resume, and

Indeed have guides on writing a resume too.

Links to all of the above resources have been provided at the end of this module.

Slide 26: Finale

Thank you so much for completing this resume module. We hope you found it really valuable.

Tradeswomen Australia's recruitment team are here to help you in every step of the way to finding the perfect trade career. If you need any advice or assistance in preparing a resume, or anything else relating to trade careers, drop us a line - careers@twaus.com.au - and we'll book in a time and date to chat with you one on one. All the best in applying for your next trade job!