

HOW TO CREATE AN INFORMATIVE RESUME

Resume's come in all different forms and designs so therefore there is no real right or wrong way of making a resume. It is important however to ensure that you are "**selling yourself**" in the best possible way to ensure that you have a successful application for the positions you apply for. When further information has been requested from either a potential employer or recruitment consultant take a look at your resume and see where you can make improvements.

Things to remember;

- ◆ Make sure you are addressing the **selection criteria** for the position, the selection criteria can be either in the main body of the position or broken down into Essential and Desirable skills that the employer is looking for.

- ◆ If you are applying for a position that requires certain **Essential** skills for the position and you do not have those particular skills then maybe re-access the position and see if it is really suited to you. **Desirable** skills are skills that the employer would like an applicant to have but is not essential to be successful in the application.

** If you are unsure please discuss the details with your recruitment consultant to better guide you.*

- ◆ Ensure that you are displaying your information in a clear and easy to read manner, that you have done a spell check and that if you advise of any **Qualifications, Licences** or **Certificates** that you are able to provide copies of this information to your recruitment consultant or employer. (It's a good idea to supply these details to your recruitment contact on registration so that they are able to verify the details to better assist you with your employment needs.)

- ◆ When providing **Verbal References** on your resume it is up to you to ensure that they are aware you have placed them as a referee and that you check that the contact details for that person are reviewed and updated as well as supply any area or country codes required to contact when applying for positions. When supplying **Written References** it is important that those references are completed on a letter head, which is dated and signed with contact details for that person, should a potential employer or recruitment consultant wish to contact them to verify the details supplied.

** Rural Enterprises requires a minimum of three verbal references that are relevant to the positions you are applying for.*

- ◆ Make sure that your **Personal/Contact Details** are current on your resume so that you do not miss out on positions simply because you could not be contacted. Ensure that you are supplying area/country codes that maybe needed to contact you.

- ◆ When creating a resume **Fonts** and **Graphics** are not the main details that the employer needs to see. Therefore keep it easy to read simple fonts usually no larger than 10-12. It is also not necessary in most cases to have a cover sheet just saying your name etc. Try and keep graphics and borders to a minimum as some programs create issues when opening.

Below is an example of a resume that you might like to use as a guide. A resume template can be downloaded from the [Download Forms](#) section of our site. This is a very basic template; therefore it is up to you to provide us with as much relevant information as you can.

RESUME OF

Jane Doe

Date of Birth: 1st of January 2009

Contact Number: (08) 9398 8016 or +61 (08) 9398 8016

Mobile Number: 0458 502 395

Email Address: jane.doe@ruralenterprises.com.au

OVERVIEW:

I am honest, reliable and apply myself effectively to all tasks including; learning situations and pick up new skills quickly. I work well as part of a team or individually. I have been working within the mining sector for some time now but I wish to return to a more rural position in which I can use the management skills that I have obtained throughout my career.

QUALIFICATIONS:

Qualified Boilermaker
Certificate III in Agriculture
Certificate in Business Management
Certificate in Chemical Handling
Current MC drivers licence
Tractor Ticket
Senior First Aid Certificate
Excavator Ticket
Dozer Ticket
Blue Card

MACHINERY OPERATED:

New Holland TR98 Harvester
New Holland 9682 4WD Auto Steer Tractor
New Holland TM190 Loader
Dump Trucks CAT 777D, 773E
Front End Loaders 966D
New Holland Tractors 300-350Hp
John Deere 8980 with 65ft bar
John Deere 8970 with boom spray 36m
CASE MX255
Excavator EX120 Series one
CASE Header 2188

EMPLOYMENT HISTORY:

2005-2009

Boddington Gold Mine, Boddington WA

Position: 2IC/Boilermaker

Duties:

- ◆ Construction of large scale tanks ranging from 8m i/s diameter to 17m in height
- ◆ Responsible for organising a team of employees comprising of labourers, trade assistants, welders to construct tanks
- ◆ Fitting of nozzles, manholes, setting vents and horizontals, rim angles, stiffeners, laying floor plates
- ◆ Assorted boiler maker duties including modifications and revisions

2003-2005

Ertech, Kalgoorlie WA

Position: 2IC/Machinery Operator

Duties:

- ◆ Dump Trucks CAT 777D, 773E
- ◆ Front End Loaders 966D
- ◆ Excavator EX120 Series one
- ◆ Subdivisions
- ◆ Drainage
- ◆ Bulking out
- ◆ Final trimming
- ◆ Rock breaking
- ◆ Responsible for co-ordinating a team of operators to complete projects
- ◆ Ensuring that the project ran to budget

1990-2003

Rural Enterprises, Corrigin WA

Position: Farm Manager

Duties:

- ◆ Developing systems within the farm business such as work planning, staff management, reporting (to owners & board)
- ◆ Tacking an existing significant weed problem
- ◆ Manage, supervise & participate in all farming activities associated with broad acre crop production including machinery operation, repairs, maintenance, agronomy all aspects of chemical application and farm workshop management and tasks.
- ◆ Work with farm Agronomist/Owners to achieve production targets
- ◆ Manage a farm budget
- ◆ Sourcing and supervising contractors
- ◆ Creating and maintaining a safe work place

1989-1990

Dust Country Farm, Kojonup WA

Position: Senior Farm Hand

Duties:

- ◆ Head feeder- in charge of feeding all stock, maintenance of machines, stock inventory, computer recording, stock ordering and transport.
- ◆ Head spray operator John Deere 8970 with boom spray 36m, ordering chemicals and transport, liaising with Agronomist during season, calibration of seeder
- ◆ Fencing using electric fencing
- ◆ Workshop duties as required (welding, maintenance on machinery etc)
- ◆ Operation of Header and Chaser Bin (New Holland Tractors 300-350Hp, CASE Header 2188)

REFERENCES:

Max Crowea

Supervisor

Boddington Gold Mine

Ph: (08) 9398 8016

Mob: 0458 502 395

Claire Iris

Business Owner

Ertech

Ph: (08) 9398 8016

Mob: 0458 02 395

Roger Robur

Farm Overseer

Rural Enterprises

Ph: (08) 9398 8016

Mob: 0458 502 395

Desmond Orange

Farm Manager

Dust Country Farm

Ph: (08) 9398 8016

Mob: 0458 502 395