

Resume Checklist

A quick run-through to make sure your resume is clear, tailored and ready to send.

The basics

- Your name, phone and a professional email address are at the top.
- Location shows your suburb and state only, not your full address.
- It's one to two pages (a little longer is fine once you're experienced).
- Saved as a PDF, unless the employer asks for Word.
- The file is named clearly, such as Firstname-Lastname-Resume.

Tailored to the job

- Your summary or objective matches the role you're applying for.
- Your key skills mirror the words used in the job ad.
- The most relevant experience sits near the top.
- You've removed anything that isn't relevant to this role.

Experience that sells

- Bullet points describe achievements, not just duties.
- You've added results or numbers where you can.
- Each point starts with a strong action word.
- Dates are consistent and easy to follow (Month Year).

Australian conventions

- No photo, date of birth, age, gender or marital status.
- Australian spelling throughout (organise, specialise, centre).
- Relevant licences and tickets are listed (White Card, RSA, WWCC, First Aid, driver's licence).
- Referees are listed, or marked "available on request".

Final check

- Read it aloud to catch typos and awkward wording.
- Fonts, sizes and spacing are consistent throughout.
- Any links, such as LinkedIn, actually work.
- Someone you trust has given it a quick proofread.
- The final file opens correctly before you send it.

Notes

Write it with these free JobCall tools

Short Job Application Message Generator — jobcall.com.au/tools/short-job-application-message-generator

Job Application Follow-Up Generator — jobcall.com.au/tools/job-application-follow-up-generator

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