

# How to write an awesome resume

Writing your first resume doesn't need to be daunting - you may have more experience than you think!

Our top resume tips:



1. **Don't freak out**

If you don't have much work experience, don't worry. Many people are in the same boat as you so employers expect that.

2. **Keep it short**

Don't fluff your resume with wordy paragraphs just to make it longer. Employers get heaps of resumes, so keep it short and simple. One page is fine. Bullet points are great.

3. **Availability**

People often forget this one! This is so useful for employers to show that you are thinking about them. Add a heading 'availability' and list the days (or mornings, afternoons) that you're available to work.

4. **Work experience & Sport**

Even if it's baby sitting, tutoring or mowing the lawn. They all involve skills and responsibilities. Add any volunteer work as well.

5. **Spell check**

One way for an employer to sort resumes is to bin the resumes with spelling mistakes! Always use spell check and get someone to proof read.



Using a resume builder like [How To Resume](https://www.howtoresume.com.au) will save you time formatting and give you tips along the way!

[howtoresume.com.au](https://www.howtoresume.com.au)