

WORK INTEGRATED LEARNING

RESUME SUBMISSION GUIDELINES

1/ Resume Inclusions

Your Work Integrated Learning (WIL) “resume” or “CV” should consist of:

1. A completed “core” resume, max. of 3 pages. (Please do **NOT** include a cover/title page).
It is **essential** that you tailor your resume to the industry sector or discipline targeted for employment. Therefore please be sure to refer to the “WIL Resumes - **Course Specific Recommendations**” handout for further details.
2. A 1-page attachment of professional **referees**’ showing completed details for each referee
Referee details should include ... name, title, organisation, address, business and home phone numbers, e-mail address and fax number if known and should be the last item on your resume.

Notes:

- Preferably TWO (3 is ideal) professional referees should be shown
i.e. the names of two individuals from past employment whom you are authorising to be contacted to establish your suitability for Work Integrated Learning/career employment in the future;
 - if you are unable to secure 2 professional referees, 1 academic referee (at the most) is acceptable,
(NB: WIL Co-ordinators are not suitable as academic referees);
 - Be sure that each referee shown is aware that you are naming them as a referee for professional employment and that they **may** be contacted for that purpose in the future;
 - If the nominated referee is no longer at the organisation at which you were employed, this should be stated along-side their current details so that the nature of your professional relationship with that individual is clear;
 - Personal, family or community-based referees are generally unsuitable for professional employment.
 - If you have not confirmed referees at this time, **it is acceptable** to state: “References provided on request”.
3. One or two **written references** from a past employer/organisation may also be included; choose the reference/s that **best demonstrate/s** your skills and abilities to succeed in your chosen industry. (**optional**.)
 4. Your most recent academic transcripts (if you have not already submitted them). Please do **not** submit originals.

Note: items 2 to 4 above can be submitted directly to your Co-ordinator at a later date, but your draft “core” resume should be submitted by the due date advised by your WIL Co-ordinator, according to the following format guidelines.

2/ Submission Format Guidelines

- All resumes should be prepared using Ms Word allowing for easy updating; (your WIL Co-ordinator will ask for subsequent copies to be emailed in the future).
- It is best to use traditional, **easily identified fonts** and page formatting.
- Your draft copy should be submitted as a **hard-copy** with at least the “core” resume pages, laser-printed as 'clean' originals.
- Please **DO** submit resumes as loose sheets, paper-clipped or in a clear plastic pocket folder (**strongly recommended**).
- Attachments (referees, written references and transcripts etc) should be **photocopies of originals**,
(please do **NOT** submit your original references & transcripts).
- Please do **NOT**:
 - use **tables or text boxes**;
 - use “htm”, “rtf” or other less traditional formats;
 - staple or bind resumes when submitted;
 - submit presentation or manila folders or covers.