

RESUME RUBRIC FOR APPLICATIONS

Structure	Content	Presentation & Formatting
1. Personal details	<input type="checkbox"/> Given legal name and family name in +20 point font size. (Include preferred name in brackets BELOW legal name if appropriate) e.g. Mary-Jane Smith Preferred Name: Molly <input type="checkbox"/> Contact details: professional email address and contact phone number (address optional) <input type="checkbox"/> Customised LinkedIn URL (providing it is complete and aligns with resume) <input type="checkbox"/> Portfolio/Website/Social media Links or under technical skills (if applicable) <input type="checkbox"/> Photo NOT INCLUDED (unless requested by employer) <input type="checkbox"/> Age, date of birth, family details, gender, marital status, nationality & religion NOT INCLUDED <input type="checkbox"/> Spelling & grammar checked	<input type="checkbox"/> Between 2-3 pages <input type="checkbox"/> No lengthy paragraphs – use bullet points <input type="checkbox"/> Appropriate headings highlighting key information <input type="checkbox"/> Key sections are in a logical order <input type="checkbox"/> Font: <ul style="list-style-type: none"> • Consistent type (e.g. Calibri or Arial) • Consistent size (e.g. headings 12-14, content 10-11) • Consistent styling (e.g. capitalised, bold, italics, underlined) <input type="checkbox"/> Alignment: <ul style="list-style-type: none"> • Consistent margins • Consistent headings, dates, spacing, bullet points and paragraphs <input type="checkbox"/> Full definition or name is used - before/after using abbreviations <input type="checkbox"/> Do not include graphics, tables, borders, images and excessive colour (unless relevant to degree/role) <input type="checkbox"/> Do not include a declaration
	<input type="checkbox"/> Course, major and expected completion/stage of course <input type="checkbox"/> Key skills, attributes or strengths developed through work and other experiences <input type="checkbox"/> Broad career, discipline or industry sector interest/objective <input type="checkbox"/> Short paragraph or bullet points or a mixture of both (3-6 lines) <input type="checkbox"/> Language is targeted to the industry, organisation or role <input type="checkbox"/> No personal pronouns <input type="checkbox"/> Spelling & grammar checked	
2. Technical /Industry (If relevant for the sector, industry or job)	<input type="checkbox"/> Listed technical/industry based skills/languages rather than transferable skills in this section <input type="checkbox"/> Skills listed as dot points, as one line or in columns not taking up too much space <input type="checkbox"/> Proficiency in skills listed (e.g. Advanced Excel (VBA macros) / Intermediate AutoCad) <input type="checkbox"/> Links to portfolio, projects if relevant to the industry / sector <input type="checkbox"/> Spelling & grammar checked	

<p>3. Education (Current & past enrolment)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Listed in reverse chronological order with start and end dates (including month & year) <input type="checkbox"/> Accurate (full) title of qualification and specialisation/major <input type="checkbox"/> Full University/Institution name and campus location (if not in Australia) <input type="checkbox"/> Noteworthy academic achievements & academic experiences listed below (e.g. WAM/GPA distinction average & above, scholarships, academic awards, study exchange/tours, global citizenship) <input type="checkbox"/> Includes current studies <input type="checkbox"/> Lists one or two relevant units (if applicable) <input type="checkbox"/> Other relevant training <input type="checkbox"/> Spelling & grammar checked 	
<p>4. Work experience (Relevant experience, internships & employment)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Content ordered logically with relevant experience/employment sections preceding other experience/employment sections <input type="checkbox"/> Content under each section in reverse chronological order with start and end dates (including month & year) <input type="checkbox"/> Accurate title of job role <input type="checkbox"/> Full organisation name and location (if not in Australia) <input type="checkbox"/> One line describing the organisation and its operation (if not well known) <input type="checkbox"/> Skills/experience statements relevant to the targeted role/sector <input type="checkbox"/> Statements describing skills and experience written in concise bullet points beginning with action verbs <input type="checkbox"/> Statements = Action Verb + Problem/Situation + Result / outcome <input type="checkbox"/> Statements focussed on accomplishments or actions taken rather than listed responsibilities or tasks (developed/improved process, saved time or money, customer service etc.) <input type="checkbox"/> No personal pronouns <input type="checkbox"/> Spelling & grammar checked 	
<p>5. Industry Involvement / Professional development (If relevant for the sector, industry or job)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current industry body memberships <input type="checkbox"/> Other relevant certification or accreditations (IELTS, Revit, MYOB, OH&S, Working with Children etc.) <input type="checkbox"/> Spelling & grammar checked 	
<p>6. Other experience (Volunteer experience & extra-curricular activities)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteer experience – on or off-campus (e.g. community engagement, church groups, charity work, mentoring, leadership roles) <input type="checkbox"/> One line describing the organisation and its operation <input type="checkbox"/> Extra-curricular interests – on or off-campus (e.g. student societies, sport clubs, music studies, leadership roles) <input type="checkbox"/> Write content in the same format as ‘Work experience’ above <input type="checkbox"/> Spelling & grammar checked 	

7. Referees

- 'Available upon request'
OR
- 2-3 referees included (e.g. name, position, organisation, relationship to you (e.g. supervisor), email and phone number)
- Spelling & grammar checked

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