



APPRENTICESHIPS
MATTER
RECRUITMENT

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THINGS TO REMEMBER...

- Your resume needs to be personal
- The idea behind the resume is to attract activity and stand out from the majority!
- Be aware of your spelling, grammar, formatting, abbreviations and consistency
- The resume should be presentable and on white A4 paper
- It should be your document, so don't cut and paste from a friend or family member's resume
- Be familiar with your resume
- Customise your resume for every role you are applying for
- Most employers minds are made up early so be straight to the point
- When describing your education and work history list the details in reverse order
- When listing your employment history put a snapshot of the duties completed
- If you choose to have referees, have 2-3 and list your connection to them
- Ensure your email on the resume is a professional one
- Make sure the details on the document are accurate and honest
- Use dot points rather than slabs of information
- Save the resume in a common file such as PDF or Word document

FOR FURTHER ASSISTANCE YOU CAN CONTACT OUR RECRUITMENT TEAM ON

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FREE CALL 1800 005 355

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Apprenticeships Matter is a consortium of three not for profit organisations, E-focus as lead agent with JobCo and Youth Projects