

How to Write a Winning Resume

Viewing documents from an employer's perspective we provide insight into the hiring channel and so the needs of those reviewing resumes in the current recruitment environment. Aligning all these aspects from job application to interview we build a comprehensive yet user friendly resume through self-assessment, reflection and input from those around the job seeker.



At the completion of the workshop attendees will have a deeper understanding of the requirements of a resume in addition to the perspective of an employer hiring new employees in the current climate. They will hear of specific examples used in the employment sphere with and without success.

- **Positive Personal Profiling:** An opportunity for reflection to understand personal skills and attributes desirable in the workplace, along with the type of work environments that will allow personal thriving.
- **Dissection of a Resume:** Viewing realistic examples of resume's to assess applications from an employee's perspective in terms of language, content and structure.
- **Drafting a Personalised Resume:** Using a student friendly template for attendees to scaffold their own comprehensive and professional resume to utilise in future job applications.
- **Application letters:** Reflecting on the purpose of application letters and providing an industry approved template for successful communication.



"Kathryn delivered a great presentation to our Year 12 students about writing a professional resume that will stand out to future employers. The students learned valuable skills for their future careers on how to present themselves both on paper and in the interview. I highly recommend Kathryn as a presenter who communicates easily with young adults, both informing them and encouraging them to be the best they can possibly be in their future careers."

*Andrea Pinnock, Careers Adviser
SCEGGS Darlinghurst*



Student Group: Year 9-12 high school students and those in further studies seeking support, *individual consultations available*

Location: Available from your School

Duration: 1 – 1.5 hours

Cost: Available on request

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