

Eastern Health

Writing Your Resume



Table of contents

- 3** Acknowledgement and Recognition Statement
- 4** Job Application Pack
- 5** Writing Your Resume

Acknowledgement

Eastern Health acknowledges the Wurundjeri people of the Kulin Nation, the Traditional Owners of the land on which its services operate, and pay respect to their Elders past, present and emerging. We also pay respect to the cultural authority of all Aboriginal and Torres Strait Islander peoples from other areas of Australia who reside in our region. Eastern Health acknowledges the colonisation of country and the continuing impact on all Aboriginal and Torres Strait Islander peoples.



Recognition statement

Eastern Health is committed to achieving equality in health status between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.

Eastern Health strives to be an inclusive healthcare service.



Job Application Pack

The Job Application Pack for Aboriginal Candidates has been developed to support all Aboriginal and Torres Strait Islander peoples apply for vacancies at Eastern Health.

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding any Eastern Health position or support to complete an application, please contact the Recruitment Manager listed on the position advertisement or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

This guide supports writing a resume.

Writing Your Resume

Whether you've got years of experience under your belt or are new to the workforce, your chance of landing an interview is much more likely if you have a great resume to promote yourself.

There are 3 basic formats that you can use to help your resume stand out:

- **Chronological:** Present your most recent job first and work backwards. Don't Use this format if you have no work experience or higher education, or if there are large gaps in your work history.
- **Functional:** Use this format if you haven't yet built up an extensive work history. This format focuses on what you can do rather than what you have done. If you use this format, list your skills before your work history and education.
- **Combination:** This format combines aspects of the Chronological and Functional resume to allow applicants to highlight both their work experience and skills.



There are many free resume templates available on the internet. Just type 'free resume template' into your search engine.

Once you have decided what format you are going to use, you can start to create your resume. Your resume should include the following sections:

Contact Information: This includes your name, email address and phone number. Its important that this is accurate so you can be contacted if the hiring manager wants to schedule an interview.

Career Summary or Objective: This section should be short and is designed to grab the recruitment managers attention. It should highlight the most important things about you. If you have little to no work experience, write an objective that makes a statement about the type of work you are looking to do.

Employment History: This is where you lay out your work experience, beginning with your most recent job. If you are new to the workforce, you may not have anything to put here, and that's okay.

If you have a long work history, focus only on the jobs that are relevant to your current career goals.

Writing Your Resume

GAPS IN YOUR EMPLOYMENT HISTORY



You may have gaps in your employment history. Don't Worry! Career Gaps are common.

There are several positive reasons why you might have a career gap: having a baby, studying full-time or travelling. There are also some more challenging reasons, such as health problems, being unable to find work, redundancy, being fired or burnout.

Eastern Health Recruitment Managers will be understanding if you've been let go or made redundant.

Hobbies or Special Interests (Optional)

Employers like to know a little about what you do outside of work. If you have any hobbies or special interests, include a short statement here.

Referees

Eastern Health requires you to submit the names and contact numbers of 2 referees.

REFEREES



You may not have a recent work history, and are unable to provide references from a former employer. Don't Worry!

Eastern Health will accept references provided by Community Leaders or Elders who can vouch for you credibility, capability and experience to undertake a specific role.

REMEMBER

Eastern Health's Aboriginal Employment Coordinator is available to support you to write your Resume.

Writing Your Resume

EXAMPLE

Your Name

Email Address | Phone Number | Address

Summary: This section should be a few broad statements about you as an employee. For Example:

I am a highly efficient and possess great enthusiasm for delivering excellent service. I have strong organisational skills and excellent attention to detail.

I am highly organised, methodical and skilled at managing daily milestones, and work well both autonomously and as a member of a team.

I am enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organisational skills.

Employment History

Role

Organisation

(Date range when you worked there. If you are still working in the position, enter Start Date to Current)

Duties include:

- Briefly outline the duties

Continue for each position you have held.

NOTE: Don't worry if you have gaps in your employment history.

Hobbies/Special Interests

Include a brief paragraph about your hobbies and/or special interests.

Referees

Referee Name

Position

Email

Contact Phone Number

Remember to provide at least 2 referees. Eastern Health Recruitment Managers expect that at least one of your Referees is your most recent Manager.

Indicate if your Referee is a Community Leader or Elder in the 'Position' line.

Published by Employee Experience, People and Culture Directorate
Contact: Aboriginal.Workforce@easternhealth.org.au