



Application: Government Resume Writing

Department of Justice job advertisements require you to upload a resume. When editing or making a resume, ensure you have read the Job Description Form (JDF) and are familiar with the role responsibilities.

Helpful Tips

We encourage you to look over your resume each time you apply for a job. When doing so, ask yourself:

- Does the formatting and font (the way it looks) make it easy to read?
- Are my key tasks under previous employers showing my most important and impressive skills and experience?
- Reflecting upon my most recent job, have I had any new experiences and do I need to update this section?
- Is everything in my resume relevant to the job I am applying for?

Resume / Curriculum Vitae - What to Include

A resume is used to highlight your personal attributes, previous education, transferrable experience, knowledge and skills. Your resume should consist of:

Contact Information: It is best to have your contact information at the top of the resume. A phone number and email address are essential. Your home suburb may be worth noting only for wide-spread recruitment pools.

Professional Statement/Summary: A few sentences summarising why you are applying to the job. talk about your relevant skills, experience, passions and interests- this can set you apart from other applicants. Example below:

Professional Summary

I have previously held positions in state government departments, responsible for providing administrative support to managers and executives in fast-paced environments. I believe this experience, alongside recent completion of Business Administration qualifications, and a passion for working collaboratively within a team, leaves me well placed to contribute to the Corporate Services Directorate.

Skills Statements: A set of dot points with your knowledge, interests and capabilities relevant to the job you are applying to. This section can be used to list things not reflected in your employment history.

Topics typically referenced in Skills Statements include:

- Communication, time management, organisational and people skills
- Technical, hands-on skills, technology skills and computer systems knowledge

- Understanding of workplace safety, compliance or practices
- Rapport building with community groups, colleagues and management chains
- Summarising of knowledge gained from formal or professional development training

Resume Tip: If you have recently completed studies but haven't had the chance to implement this in the workplace, highlight that knowledge in your skills statements. This is particularly helpful if you are looking to kickstart a new career after gaining a new qualification. Phrasing it as having a 'Knowledge of', an 'Understanding of' or 'Demonstrated skill in' a subject matter or practice is a great way of doing this.

Education, Qualifications and Clearances: A list of education qualifications, certificates, professional training and clearances you have achieved. This section is typically laid out from most to least relevant to the job - and should list dates of completion or expiry.

Employment History: Relevant working experience listed from most recent to least recent. Each listed working experience should include:

- Your position/job title, company/department/business name and location (if applicable)
- Your employment start and end date, typically by month and year
- A summary of key responsibilities or daily tasks
- Any relevant and recent volunteer or community engagement
- Relevant professional references/referees

Resume Templates

Below are some downloadable resume templates available via [Microsoft Word](#):

- [Modern professional resume template](#)
- [Colourful professional resume template](#)

Need Help?

Jobs and Skills Centres are Western Australia's fee-free, one-stop shop for careers, training and employment advice, information and assistance. They can assist you with your resume, application, cover letter and interview advice, ensuring you put your best foot forward.

Jobs and Skills Centres are located in metropolitan and regional areas. Check out your local Centre by visiting their [website](#).

If you require any further information or assistance, please contact Aboriginal Workforce Development.

Phone: (08) 9264 1700 or email: AboriginalWorkforceDevelopment@justice.wa.gov.au.