

## TIPS AND HINTS FOR WRITING A RESUME FOR THE RAIL INDUSTRY

### PERSONAL DETAILS

- Provide current and accurate contact details. This should be listed at the top of the page but not in the header (or footer). Include current and home address details a mobile telephone number; be sure to include the country code for telephone numbers, and an email address.
- Include the email address that you are currently using in your Job Seeking Activities. Ensure that it is professional sounding (things like sugarbaby@hotmail.com are not appropriate)
- Provide nationality details and any other citizenship or permanent residency visa details – note that you may be required to provide proof of these documents during the Interview/Selection process.
- Provide your date of birth details. Many major rail companies insist on this information at the submission stage.
- Provide details of languages you can communicate in, and note your ability level particularly if you are a fluent speaker.

### ACADEMIC QUALIFICATIONS

- Include all tertiary level qualifications including those which you are currently completing.
- List the level of qualification you received, the name of the tertiary institution, country of the institution and year you completed the qualification (e.g. Bachelor of Mechanical Engineering, Monash University, Australia, 2002).

### PROFESSIONAL AFFILIATIONS

- List memberships in full followed by the abbreviation in brackets, for example: Member of the Institute of Railway Signalling Engineers (MIRSE).
- Always include the level of your membership and note that you may be required to provide evidence of these during the interview/selection process.

### EMPLOYMENT HISTORY

- List Your Work History In Chronological Order With The Most Recent Position First.
- Provide The Name Of The Company You Have Worked For, The Location And The Dates Of Employment. Always Include the month and the year.
- Include the position title for each role you have held
- Keep company descriptions to a minimum in your work history, this also applies to project descriptions. Most clients will be familiar with the type of companies you have worked for and the projects you have worked on and they are more interested in reading about how you contributed to the project or company.
- Include your responsibilities and achievements for each role/project.
- Do not leave gaps in your employment history. If you took time out to travel or work on personal projects e.g. renovating a house, or caring for an unwell family member, provide those details in your resume.

## GENERAL TIPS

- If you are providing a photo on your CV make sure it looks professional and you are smiling.
- Use a font that is easy to read and looks professional. Avoid decorative font types that can be difficult to read, or that will distract the reader from the content of your resume.
- Use bullet points to make your resume easier to read.
- Write a summary not an objective.
- Provide details of specialist skills such as computer skills, listing programs you are able to use.
- Provide details of any relevant professional training courses you have attended/completed.
- Remember the purpose of a CV is “to get an interview”.
- Try to limit your CV to no more than four pages in length; don’t waste space by using double spacing.
- Try not to use tables when setting out your work history and qualifications.
- Don’t include long lists of every 1-2 day course you have attended throughout your career – list only those that may be relevant to the position you are applying for.
- Try not to list your work history in order of relevance. If your CV is structured properly and does not go passed the four page limit, an employer will most likely read all of the CV.
- Create and send your resume in MS Word format. This will allow it to be open and read more easily.
- In the first instance, sent a copy of your CV (and covering letter). Send scanned copies of certificates, references and tickets when requested.