



Resume & Interview TOOLKIT

a parent's guide to build your own
resume and prepare for interviews



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Hello and Welcome to your Resume & Interview Toolkit

- > Are you worried about addressing the parenting gap on your resume?
- > Do you know what unique strengths being a parent can bring to the workplace (yes, there are many!)
- > What can you do if you have no recent referees?
- > Did you know you may need a couple of different resumes?
(One for the advertised job market and one for the hidden?)
- > Does the thought of interviews send you into a panic?
- > What interview do's and don'ts do you need to know?

This Toolkit is designed to assist mums and dads build or update their resume and provide essential interview survival tips. There are many things you need to consider and this Toolkit will guide you through an easy, step-by-step process making it that much easier to create a great resume and excel at interviews.

Whether you are considering re-entering the workforce for the first time or are already back at work seeking a new job, you will need to update your resume to give to prospective employers and attend an interview.

Your resume is effectively a sales document selling you, your skills and experiences. It is a summary of your past work history, your achievements, and tells a story about who you are and what you do best. Therefore, your resume is an important document requiring careful preparation so you always put your 'best foot forward' when applying for and interviewing for jobs. Once you have 'your foot in the door' it's your interview skills that often either makes or breaks the job offer.

In the Toolkit, we will provide tips and a checklist which will give you some guidelines to develop your own resume and prepare for interviews. It provides:

- Step-by-step guide to developing your resume
- Activities to help you start brainstorming the content of your resume
- Suggestions for design and format of your resume
- Tips and a checklist of important resume facts
- Sample resume and cover letter from which you can draw ideas
- Handy resume tracking sheet so you can record what jobs you have applied for
- List of 'action verbs' to consider using to describe your skills and experiences
- List of interview preparation techniques
- Common interview questions
- List of common competencies and traits employers look for in employees
- List of further references to help you create a resume and perform in interviews

Let's get started!

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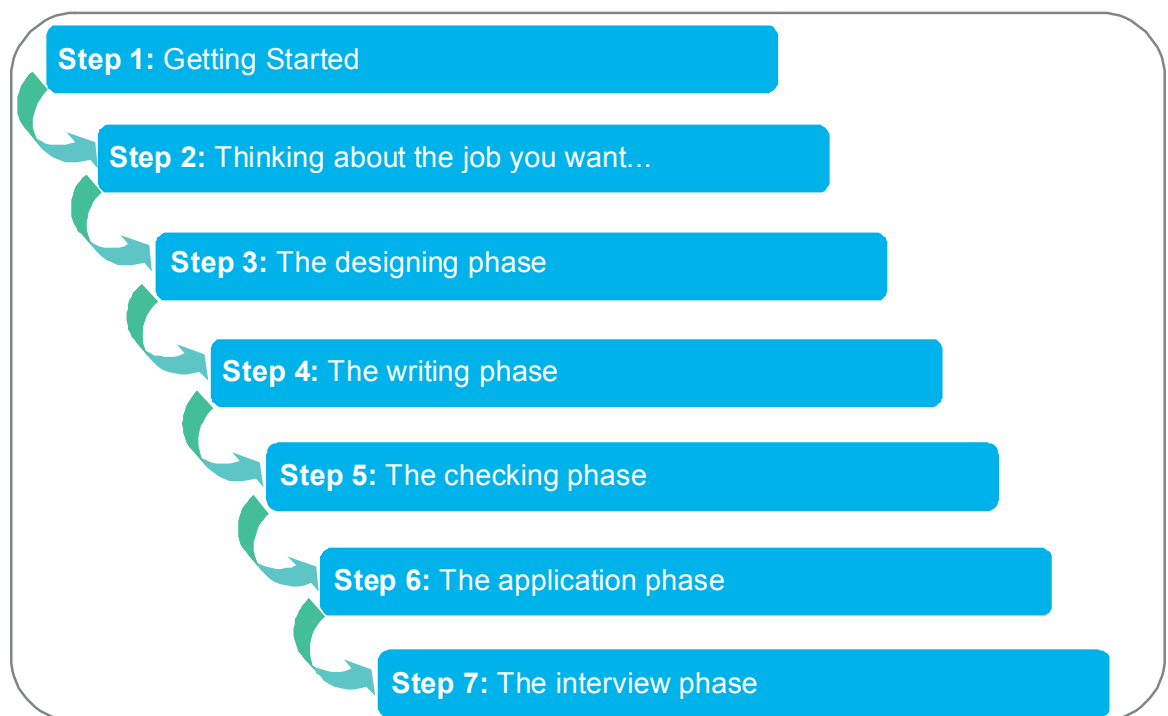
* how to use this toolkit

What is this Toolkit for?

Use this Toolkit to guide you through designing your resume and building your interview skills. You will be prompted to explore and consider options and factor-in issues as you work your way through the various activities and sections.

Structure of the Toolkit

The process of building a resume and the steps involved are summarised in the diagram below. The Toolkit is divided into seven sections which deal with each of these seven steps in turn. How to write a cover letter and valuable interview preparation tips are included in the toolkit.



Who will benefit from using this Toolkit?

This Toolkit will assist parents looking to review their job / career options; parents who have been out of the paid workforce for an extended period, i.e. 12 months or more, and for those in need of a new resume and help preparing for interviews.

Activities

Throughout the Toolkit, there will be activities to complete. These will help you start to build your resume. The following symbol will indicate that it is time for an activity:

