

Tips for International Students

Different countries have distinct styles and formats when writing résumés. Without understanding how Australian résumés differ you may find yourself making mistakes which deter employers from recruiting you. Here is some advice from *Eleanor Berry of Living Career*.

The Australian attitude	What this means for your résumé
In Australia employers judge by experience and learning potential not appearance, family or status	- Do not put your photo on your résumé (unless it asked of you) - Do not write your parents' names - even if your worked in their business - Do not write your marital status, age, gender, passport number
In Australia people are considered to be equal	Don't use words to show respect i.e. honourable company
In Australia employers want to see how you have developed competencies (skills and qualities) from your previous experience	- Write about your previous work experience even if you were a casual or doing a job which was not related to your profession (restaurant work, retail, driving) - Do not write a list of competencies such as 'good team player' - unless you can provide evidence employers will not be interested.
In Australia employers want to see Australian work experience (which shows that you understand the Australian work culture)	- If you have Australian work experiences write this on your résumé (even if it is a cleaning job). - It is important to include your languages as many employers value this. - Avoid writing your email addresses and telephone numbers from your home country - It's much better to use local referees (from casual jobs or lecturers). If you only have work experience from overseas then choose an employer who has a good grasp of the English language and include their email address.
Australian employers don't understand your test results	Most employers won't understand your IELTS score. Leave your IELTS score off from your casual work resume.
Australians end résumé with referees not signatures (as people from the Indian subcontinent do)	Do not write a statement which explains that you résumé is an honest and accurate account or sign your résumé.

Common spelling mistakes

Incorrect	Correct
Technologies	Technology
Softwares	Software
References (as a heading for the addresses of referees)	Referees
Work Experiences	Work Experience
Driving License	Driving Licence
Cell phone	Mobile

One or two spelling mistakes may be enough to dissuade the employer from interviewing you. It is so important to get your résumé checked by someone who speaks English as a first language.

Referee Etiquette

In Australia it is polite to ask your referees if they will give you a reference. When you have attended an interview which has gone well your referees are likely to be contacted. Before the employer contacts your referees it is polite for you to email them to explain which position you have applied for. You should also attach a copy of your résumé.