

A resumé template for your first job

You've wrapped up your education and you're keen to make your debut into the workforce. You might have already started bookmarking jobs you like – but there's something you need to do before you can apply: write a standout resumé.

A [good resumé](#) is an essential tool for every job seeker. And it's even more important for new job seekers with limited or no work experience. It's the first thing that prospective employers and recruiters want to see, no matter what stage of career you're at. A well-written, professional-looking resumé makes all the difference when you're applying for roles and [need to stand out](#).

How to approach a first job resumé when you don't have any experience? First-time job seekers have to take a different tack to writing a resumé than people with years of work experience. If you've researched resumé examples for a first job, you'll have noticed that overall they're shorter and have a greater focus on education and [soft skills](#) than resúmes for those with work experience.

In this article, we show you how to write your first [resumé](#), the [best fonts](#) and [formatting](#) to use, and what skills to put on your first job resumé. We also provide resumé examples for a first job and a resumé template you can use, to give you a head start.

Resumé preparation

Before sitting down to write your first job resumé, it's important to gather all the information you want to include. By preparing all this information up front, you'll find it much easier to tailor your resumé to your skills and the types of roles you're applying for.

Take a moment to assess your goals. What kind of job are you [aspiring](#) to get? Who is your target audience (a hiring manager, a recruiter, an industry leader)? Make a list of all your soft skills and technical abilities. Write down the formal names of your

qualifications, which school or institution they're from, and when you started and finished the course/training.

Once you have all your information together, you can start to write your resumé and tailor it to your audience and purpose. For example, if you're applying for an entry-level role in finance, you'll want to highlight any education you have in economics or mathematics, and mention soft skills like [critical thinking](#) and [communication](#).

You should also read through any job descriptions you've saved and look at the specific criteria they list. It's important to understand exactly what your prospective employer is looking for before you start to write your resumé. On that note: you should tailor your resumé to suit every role you apply for, changing it to reflect the job requirements listed in each ad.

Essential resumé components

Your resumé doesn't have to be exactly the same as your peers' or any first job resumé examples you may have seen online. Resumés come in a wide variety of designs, with different sections, headings and formats. However, there are certain elements you must include, whether it's your first job resumé or your tenth. These are:

- **Your full name and contact information:** these should be at the top of your first job resumé, in a bold, easy-to-read font. You want it to be effortless for the hiring manager to get in touch with you. While your home address is not necessary, you should include your phone number, email address and potentially links to your social media accounts, in hyperlinks.
- **Resumé summary:** it's a good idea to write a [resumé objective](#) for a first job as it helps provide some insight into you, your skills and your career ambitions. Without any work experience on your resumé, this is your chance to tell the hiring manager why you're suitable for the role.
- **Education:** your resumé should always include your [academic background](#). List schools and colleges/universities you've attended, as well as key qualifications and any special awards you've received. There's no need to include your grades for most job roles, unless they are particularly impressive or relevant to your industry.
- **Experience:** you might not have any [formal experience](#) to list on a first job resumé, but you can still include this section if you have done any casual or informal jobs. You might have done voluntary work or helped out at the family business. If it's relevant to your career path, include those duties and what your main responsibilities were.
- **Skills section:** this is one of the most important parts of your first job

résumé. It's where you list all of your skills, prioritised by how relevant they are to the job you're applying for. You can list all the skills you accrued in your studies: software proficiency, [analytical skills](#), public-speaking skills, [teamwork](#), graphic design, editing, [accounting](#) – any abilities you have that will grab the attention of the recruiter.

Structuring your résumé

Once you've decided on the information you want to include on your first job résumé, it's time to format it. The right formatting ensures that you're highlighting the correct information and that your skills and qualifications are easy to scan. Not only that, a well-formatted and well-structured résumé makes a professional first impression. It sends a message to the recruiter that you're organised, competent and have good attention to detail – all [desirable qualities in an employee](#).

The typical résumé will have a name and contact details at the top, then a short résumé summary or career objective underneath, followed by sections for education, skills and experience. You can [download our free résumé template](#) or do an online search for more résumé examples for first job applications, to get an idea of the structure to use.

No matter what type of template you opt for, it's important that the layout is tidy, the design is clean, and the font is professional and easy to scan. It doesn't matter how skilled or qualified you are if your résumé uses a font that's too small or hard to read, or your most relevant skills are buried in a big block of text.

Recruiters usually receive a high volume of applications and have a limited amount of time to read each résumé and cover letter. They might only have time to skim-read for your skills, so it's worth paying extra attention to the top third of your résumé.

Enhancing your résumé

Don't worry if your first job résumé is a little light on content. There are ways you can enhance it without filling it with irrelevant information. If you want to add more dimension to your résumé, think about adding sections for extracurricular activities, [hobbies](#) or [references](#). You could also add any sporting achievements, linking your skills to the criteria for the role. For example, as captain of the local soccer team, you may have acquired leadership or [conflict-resolution skills](#).

One important thing to note is that many businesses use software called [applicant tracking systems](#)

(ATS) to scan resumés and sort them automatically based on key words and phrases. For this reason, it's also a good idea to tailor your resumé to include the exact words used in the job description. Include the job title you're applying for in the heading at the top and include keywords that connect to the field of work you want to do.

It's also good to remember that your resumé is only one factor in your application. In most cases, it will be supported by a [cover letter](#), where you can be more specific and detailed about your suitability for the role.

Finalising your resumé

Before you send off your first job resumé, read it through for any typos or spelling errors. After that, share it with a friend or family member for feedback, in case you missed any little mistakes. Refer back to the job description and see if you've included all the right keywords and phrases. Look up [skills](#) to put on your first job resumé if you feel it needs more targeted content to help it stand out.

Once you've finalised your resumé, print it out and do a final proofread, as sometimes mistakes are easier to notice on paper than on a screen. If it's good to go, convert your file to a PDF and print it out a final time to make sure it's still formatted correctly.

Resumé templates and examples

To give you an idea of what a complete resumé looks like, here is a resumé for a first job example, which you can use as a template for your own. Read the example, then write your own personalised version, substituting in your details and skills relevant to the job role. Here's a simple starter resumé example:

Resumé – Bindi Harris

1 George Street, Sydney

044 123 1234

bharris@email.com

A motivated and determined marketing graduate who recently obtained a Bachelor of Marketing and Public Relations degree from University of Technology Sydney. Skilled in digital content creation and social media management, I'm eager to launch my career in social media marketing with a reputable digital agency.

Education

Bachelor of Marketing & Public Relations, University of Melbourne 2020-2023

VCE, Lowther Hall, 2019 (Captain of the debate team 2019)

Experience

2021-22

Volunteer retail assistant, St Vincent de Paul Society

Responsibilities: managed stocktake, POS duties, customer service, merchandising, employee training

Skills

- *Microsoft Office (advanced)*
- *Illustrator (basic)*
- *Photoshop (advanced)*
- *Customer service*
- *Cash handling*
- *Teamwork*
- *Operating POS system*
- *Critical thinking*

Hobbies & Interests

- *Photography*
- *Video editing*
- *Script Writing*
- *Painting*
- *Acting – graduate of Melbourne Actors Lab*

A resumé is an essential part of the job-seeker's toolkit, so it's worthwhile spending time to get it right. For recent graduates, that means focusing on education, skills and a well-written resumé objective – and making sure your formatting and structure looks

neat and professional, so it makes a good impression.

Tailor your resumé to the job you're applying for and include important keywords and phrases for potential automated tracking systems. Importantly, remember that your resumé is only a part of your application – keep it concise and to the point and save any extra details for your cover letter.