

Continue



Looking to write your first job resume in Australia? You're in the right place! If you're a high school student or teenager applying for your very first job, the process can feel overwhelming. What do you write on a resume when you don't have any work experience? This guide will walk you through how to write a professional, effective resume that highlights your skills, personal qualities and potential – even if you've never had a job before. Plus, we'll show you where to find jobs you can actually apply for. Get started on your job search by searching for all available job opportunities on Jora. Starting strong: advice for first-time job seekers. Feeling nervous about sending in your first resume? Totally normal. Here's the good news: Everyone has to start somewhere – employers hiring teens know this! Applying for your first job shows initiative and work ethic (great resume traits). Many teen-friendly employers provide full on-the-job training. First job resume template. Here is a template to get you started writing your first job resume. You can easily update our First Job Resume Template with your information on Canva, which is a free online design tool. Note: Please replace "[Your Name]", "[Your Address]", "[Your City, State, Postcode]", "[Your Phone Number]", "[Your Email Address]", "[Company Name]", "[School Name]", "[School Location]", and any other placeholders with your specific information. This resume template follows the guidelines outlined in the article and highlights your skills and qualities, even if you don't have formal work experience. What to include on your first resume. Even without formal work experience, you still have plenty to showcase. Here's what your resume should include: 1. Contact information. Include your full name, suburb, phone number and a professional-sounding email address. (Example: jane.doe@email.com) 2. Objective statement. Write 1–2 lines about what kind of job you're looking for and what makes you a great candidate. Example: "I'm a reliable and enthusiastic high school student looking for my first part-time job in customer service. I'm eager to learn and committed to doing my best." 3. Personal summary. Highlight your best traits. Think: Are you punctual? Friendly? Hard-working? Example: "I'm a Year 9 student who works well in a team, is confident with people, and always gives 100%. I love solving problems and helping others." 4. Education. List your school, year level, and any notable achievements. Include: School name and location. Current year/level. Subjects or awards (e.g. school captain, maths award). Extracurriculars (e.g. sports teams, music). 5. Skills. Yes, you do have skills! Think about what you've learned from school, family responsibilities, or volunteering. Examples: Communication – e.g. giving presentations or helping others with schoolwork. Teamwork – e.g. sports teams, group assignments. Time management – e.g. balancing homework, chores, and activities. Customer service – e.g. helping neighbours, volunteering, or babysitting. 6. Awards and achievements. Include anything that shows dedication, such as: School awards. Attendance certificates. Community recognition. 7. References. You can either write "References available on request" or list 1–2 adults (not family) who can speak about your character. Good options include teachers, coaches or family friends. Formatting tips. Stick to a simple, clean layout. Use easy-to-read fonts like Arial or Calibri. Keep it to one page. Use bullet points for clarity. Leave enough white space to make it readable. Proofread and edit before sending your resume, do these final checks: Read it out loud to catch awkward phrasing. Use spell-check but also check manually. Ask a parent or teacher to review it. Make sure your layout is neat and consistent. How to stand out when applying for your first job. Tailor your resume to the job ad (yes, even your first one). Practice your intro so you're ready to meet managers confidently. Drop your resume off in person if you can – it makes an impression. Follow up after a few days to show you're serious. How to find your first job using Jora. Thousands of entry-level jobs for teens are listed on Jora every week. Here's how to find them: Popular first job opportunities in Australia. Fast-food chains: McDonald's, KFC, Subway, Hungry Jack's. Retail stores: Woolworths, Coles, Target, Kmart. Supermarkets: IGA, Aldi, Foodworks. Hospitality industry: waitstaff, dishwashers, kitchen assistants. Delivery: newspapers, pamphlets. Babysitting and pet care: advertised locally or via apps. Online job options for teens. Want to work from home or fit work around school? Online surveys (Swagbucks, PuraProfile). Selling handmade crafts (Etsy, with parent help). YouTube or TikTok (content creation takes time but can pay off). Freelance tasks (design, writing, tutoring via Fiverr). How much can a teenager expect to earn? As of July 2024, the junior minimum wage for a 14-year-old is \$8.02/hour. This increases as you get older. Typical pay rates: Fast food or retail: \$8–\$14/hour. Babysitting or dog walking: \$15–\$25/hour. Online surveys: \$1–\$10/survey. Start building your future today. Writing your first resume might feel daunting, but it's your first big step toward independence. Focus on your strengths, keep it simple, and start applying with confidence. You've got this! And remember, Jora is your go-to place to find entry-level and teen-friendly jobs across Australia. Good luck! FAQs. Can I include school projects in my resume? Absolutely! Group assignments or presentations show teamwork and communication skills. What if I don't have any awards? Focus on your strengths and any praise you've received from teachers, coaches, or community work. Should I include my age? Nope! It's not necessary. Let your qualifications speak for themselves. How do I format my references? You can say "References available on request," or list trusted adults who can vouch for you (name, contact info, relationship). Can I use a resume template? Definitely. Try our free Canva resume template. Start looking for first jobs with no experience on Jora today! Updated on 30 December 2024. So there you are, sitting in front of a screen, staring at a blank Word page for hours, with one task at hand: writing your first job resume. Where do you even start? And most importantly: How do you fill those 1–2 pages when you have no work experience? We feel your struggle and we're here to help! In this article, we're going to guide you through the entire process of creating a first job resume from start to finish. Let's dive right in, shall we? Pick the right resume template. Write down your contact information (correctly). Include a resume objective. List your education (in detail). Instead of work experience, focus on... Highlight your skills. Mention optional sections. Stick to the one-page limit. Get inspired by a first-job resume example. Don't worry, we're going to cover all of the above in detail! Starting with the first step: There are 3 main resume formats you can pick from. Each of them highlights a different part of your resume. Reverse-Chronological Resume - In this format, your work experiences and education are listed in reverse-chronological order. Functional Resume - Instead of work experience, this format focuses on your skills and achievements. Combination (or Hybrid) Resume - This format focuses on both your skills and work experience. For 99% of job-seekers, we recommend sticking with the reverse-chronological format. While the functional resume can sometimes help for career changers or recent graduates, it's still nowhere near as common as the reverse-chronological one. Plus, recruiters world-wide are familiar with the reverse-chronological format, making it a safer bet. A reverse-chronological resume looks as follows: Once you've picked the format, the next step is to perfect your layout, font, and the like. Here's what we recommend for that: Use a Two-Column Layout. A two-column resume layout allows you to fit a lot more content into your resume. Pick a Common Font. We recommend Ubuntu, Overpass, or Roboto. Use Bullets to Describe Your Experiences. Don't Go Over One Page. Unless you're a professional with a decade of work experience, we recommend sticking to the one-page resume limit. Want to avoid all the hassle of formatting your resume layout? We don't blame you - if you wanted to build a good-looking resume from scratch, it would take you hours before you could even start filling it in. Thankfully, there's an easier way out: using a resume builder. With Novoresume, all you have to do is pick a template, and fill in the contents. It's that simple. And on top of that, Novoresume's resumes are ATS-friendly. Meaning, your resume won't be swallowed up by an applicant tracking system just because it can't read it. Want to get started with Novoresume? Browse our resume templates. It's important for the recruiter to have at least two ways of reaching back to you. Meaning, you should always provide your contact information in your resume. That includes: First and last name. Email. Phone number. Location. Apart from these must-haves, you can also provide: LinkedIn URL - This is a good way to complement your resume. It also makes the recruiter's life easier since they usually check your LinkedIn profile anyway. Make sure all information is updated and consistent with your resume, though. Relevant social media (like Quora or StackOverflow) - Any social media that is related to the job position and puts you in good light should be included in your resume. In most cases, if you're a developer, it could be projects on GitHub. Writer? Personal blog. Website or blog - Again, this should be something related to the job. It shows your interest and dedication to the industry and how you spend some of your free time. When it comes to your contact information, the key is to write everything correctly. Double-check you've spelled your name and phone number you have linked to are up to date. Something else you should know regarding location is how much detail you should be providing. The reason recruiters want to know your location is so that they have an idea of whether you're in the vicinity of the company or not (and if you'll need to relocate for work). That means, providing the city and country where you live will be enough. No need for your full home address. Recruiters spend on average 7 seconds scanning each resume before deciding if it's worth more consideration or not. That means your resume has about 7 seconds to leave a great first impression and convince the recruiter you're the person they're looking for. A good resume objective does that for you. A resume objective is a 2–3 sentence snapshot of your skills, achievements, and career goals. Its purpose is to communicate your motivation for getting into the field and your interest in this particular position. This makes it ideal for the first job resume of a recent graduate or somebody who's changing careers. Basically, any resume with no work experience. Your resume objective should be tailored to the position you are applying for and highlight skills that will help the company achieve its goal. Use as many facts and numbers as you can to back up any statements or achievements. Creative and motivated recent graduate with a B.A. in Marketing from the University of Michigan. Seeking permanent employment in the field of marketing after completing successful internships in 2 major media companies. Looking to further develop my market analysis skills and contribute to future marketing strategy developments at XY Company. I am looking to put my marketing skills into action by initially working for the marketing department of a well-known company until I can finally get to an executive position. For starters, you should know how to list your education entries correctly in the following format: Program Name e.g.: B.A. in Information Systems/University Name e.g.: University of Chicago/Years Attended e.g.: 07/2013 - 05/2017/GPA (only if really high)/Honors (if applicable) e.g. Cum Laude/Exchange Program (if applicable) e.g. Exchange program in Berlin, Germany/Apart from your skills, your education is the biggest selling point in your first job resume. This is also the place to be humble and play down your achievements. Write down your GPA (if it's something impressive), emphasize your honors, and most importantly, highlight your academic achievements by describing them in detail. What you can also do is list specific courses that you have taken that are relevant to the position you are applying for. Here's an example of what an entry on the education section should look like: B.A. in English Literature (Cum Laude)/Boston University/07/2014 - 05/2018/GPA: 3.9/Courses: Advanced Topics in Literature; Shakespeare's Work Clubs; Boston University Drama Club/Exchange program in London, UK/As a recent graduate, the recruiter knows you don't have any work experience - and that's OK. As long as you're applying for a junior or entry-level position, the experience isn't something expected from you. Instead, the recruiter will be looking for other experiences that enrich your profile, like: Internships/Extracurricular Activities/Projects/When talking about these experiences, format them just like you'd format your work experience. Business Analyst Internship/AAC Company/Milan, Italy/05/2019 - 12/2019/Ran weekly and monthly analysis on diverse areas of the business/Created insightful reports of the analysis to present to managers and teams/Defined strategic KPIs, in order to monitor the efficiency of commercial operations/When possible, try to focus on listing your achievements and not your responsibilities. This will help you stand out from the rest of the applicants. Haven't done any internships? Include extracurricular activities. More often than not, an applicant with extracurricular activities and an average GPA will impress the recruiter much more than a 4.0 GPA student with nothing else to show. When listing your extracurricular activities, each entry should have the following format: Moot Court Club Member/Boston University/2017 - 2019/Participated for two years in a row at the Philip C. Jessup International Law Moot Court Competition, making it to the finals in 2019/Researched and prepared written pleadings, called memorials addressing timely issues of public international law/Helped train the new club members in topics of international law/Finally, you can also list independent projects, if you have any. Think, something you did on the side just for yourself. This can be a personal project, small business or startup, side-gig, blog, etc. Amy's Book Club Blog/2018 - Present/Created my own book club website for reviewing and discussing the latest books/Curated a monthly book calendar for my followers to follow, combining trending, relevant, and classic books/Created over 40 book review articles. On average, received 2000 visitors per month to the blog./The two types of skills you can mention on your resume are soft skills and hard skills. Soft skills are attributes that help you adapt to work environments, work in a team, and apply your hard skills effectively. They are related to your personality, social skills, communication, attitude, etc. Hard skills refer to technical knowledge and specific tools. They are skills that one learns and applies directly to the job. Some examples of hard skills include: Financial accounting/C++/Adobe Illustrator/Although soft skills are becoming more and more in demand by employers, for your first job resume, we recommend sticking to hard skills. Sure, attributes like "teamwork" or "critical thinking" are much appreciated by just about any employer. The thing is, though, the recruiter can't really tell if you actually have critical thinking skills, or just listed it on your resume to fill space. Hard skills, on the other hand, are very easy to test. Not sure which skills to mention in your first job resume? The simplest way to find the essential ones is to check the job ad. The recruiter themselves mentioned the skills they're looking for - the only thing you need to do is mention them in your resume (as long as you have them, anyway). Let's say you're applying for a graphic designer position that wants the following qualifications and skills: Adobe Creative Suite proficiency, particularly InDesign, Illustrator, Photoshop and Acrobat; XD, Animate and/or After Effects are a plus/Working knowledge of presentation software (Canva, PowerPoint and/or Keynote)/Ability to work under pressure, manage work on multiple projects daily, manage a large workload and meet deadlines./Detail-oriented, highly organized./Based on that, your skills section should include the following: Adobe Illustrator, Photoshop, and Acrobat/After Effects and Cinema4D/Canva and Keynote/Time management./Detail-oriented./The job ad isn't too descriptive, you can also check out these 101+ most in-demand skills for 2025. Still have some space on your resume? That's not a bad thing! You can use this space to your advantage and add some other useful sections. Here are some ideas: Volunteering - If you have some volunteering experience, make sure to include it in your first job resume. Such a section shows commitment, dedication, and a sense of purpose, something most recruiters will appreciate. Languages - With companies becoming more and more international, additional languages are always appreciated. Hobbies - You can show your genuine interest in the industry or field by listing some relevant hobbies/interests./Awards & Certifications - Whether it's an award from an essay competition in college or a certificate from an online course, anything that flatters your profile should be added. "How long should a resume be?" seems like an eternal dilemma at this point. Generally, the answer is: it depends. Since you're making a first job resume, the answer is: definitely one page. Unless you have an extensive employment history that can't fit into one page, there's no need to go over that limit. It's unlikely that the recruiter will want to look at two pages of extracurriculars and hobbies. Need some inspiration for your resume? Check out the resume examples below. Still have some questions on how to write a convincing first job resume? We'll answer them here. Q — 1. What do I put on my no-experience resume? There's plenty of other things you can include in your resume instead of work experience. For starters, you should: Focus on your education, making sure the entries are formatted correctly. Pick the right skills that match what the employer is looking for. Talk about internships, personal projects, or extracurricular activities. Describe your achievements in detail. If you still have some space left, you could use it to your advantage and add extra sections like volunteer work, languages, awards & certificates, or hobbies. Q — 2. Is a resume necessary for a first job? Depending on the region, a resume or CV is always necessary for a job application, be it the first or the 20th. Before deciding if they should call you for an interview, the recruiters need to have some insight into you and your skills. Q — 3. Do I need work experience to land my first job? Short answer: You don't! If you're a recent graduate, it's a given that you won't have any work experience. Most employers don't actually expect years of work experience for an entry-level or junior position. Instead, they'll be looking at your other types of experiences (internships, extracurricular activities, etc.) to decide on whether you're a good fit for the job or not. Q — 4. How do you write a resume for your first job? The process is quite similar to the one for writing a regular resume, but with a few tweaks. The exact steps for creating a first job resume are: Pick the right resume template. Write down your contact information (correctly). Include a resume objective. List your education (in detail). Instead of work experience, focus on extracurricular activities, internships, projects, etc. Highlight your skills. Mention optional sections. Stick to the one-page limit. Writing your first job resume doesn't have to be stressful! Remember the following tips and you'll do just fine. Pick the right format and template to avoid the hassle of formatting your resume. Make sure to pick an ATS-friendly resume template. Write a concise and attention-grabbing resume objective. Show the recruiter that you're relevant for the role and that they should read the rest of your resume. Instead of work experience, include information on your internships, projects, and extracurricular activities. You've wrapped up your education and are keen to make your debut into the workforce. You might have already started bookmarking jobs you like - but there's something you're still not clear on: how to make a resume for your first job. A good resume 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 resume makes all the difference when you're applying for roles and need to stand out. How to approach a first job resume when you don't have any experience? First-time job seekers have to take a different tack to writing a resume than people with years of work experience. If you've researched resume 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 resumes for those with work experience. Here are three ways you can enhance your first job resume, to get you ready for an interview. 1. Format it professionally. No matter what type of resume 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 resume 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 resume 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 resume. 2. Make it ATS-ready. One important thing to note is that many organisations use software called applicant tracking systems (ATS) to scan resumes and sort them automatically based on key words and phrases. For this reason, it's also a good idea to tailor your resume 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. 3. Include a cover letter. It's also good to remember that your resume 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 resume. Before you send off your first job resume, 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 resume if you feel it needs more targeted content to help it stand out. Once you've finalised your resume, 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. Resume templates and examples. To give you an idea of how to make a resume for a first job, here is an example that 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 resume example. Cityville044 123 1234@email.protectedJA motivated Bachelor of Marketing and Public Relations graduate from the University of Cityville. Proven skills in digital content creation and social media management, eager to launch my career in social media marketing with a reputable digital agency. Education: Bachelor of Marketing & Public Relations, 2020-2023. Cityville Ladies' College, 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 Cityville Actors Lab. Bobs and Don'ts: Common first-time resume mistakes to avoid. A resume is an essential part of the job-seeker's toolkit, so it's worthwhile spending time to get it right. If you're wondering how to make a resume for a first job that'll get you shortlisted for an interview, are some tips you shouldn't forget and some mistakes you want to avoid. Do. Do spend time assessing your experience, skills and attributes, and try to see it from an employer's perspective. Do tailor your resume to the job ad, incorporating keywords from the job ad. Do format your resume neatly and professionally. Do proofread your resume and have someone else read it as well, asit shows your attention to detail. Do use a template, and personalise it to you and for the role. Don'ts. Don't make your resume more than one page long. Don't overstate your skills or qualifications. Don't include a profile picture. Don't use fancy formatting that may confuse the ATS. Don't include any pastimes that conflict with the values of the company. For recent graduates, that means focusing on education, skills and a well-written resume objective - and making sure your formatting and structure looks neat and professional, so it makes a good impression. Tailor your resume to the job you're applying for and include important keywords and phrases for potential automated tracking systems. Importantly, remember that your resume is only a part of your application - keep it concise and to the point and save any extra details for your cover letter. Download free resume template here. FAQs. What do I include in my first job resume? Your first job resume should include your contact details, a resume summary, your education, skills, experience, hobbies and any awards you may have received. Your first-job resume should be tailored to the job you're applying for, incorporating keywords from the job ad and addressing any criteria listed by the employer. How do I write a resume if I have no experience? While you may not have much, or any, work experience, it's helpful to keep this section and list any other informal roles you may have had. Include volunteer work, extracurricular activities, sports, hobbies, education and qualifications. If you've received any awards at high school or university or belong to any clubs or sports teams, that's also helpful to include. How to make a resume for a first job after school? If you don't have tertiary qualifications, you should still include all of the main sections (Education, Skills, Experience), but be more detailed about your studies in high school. List your elective subjects and final projects (if you had any). Include any extracurricular activities you were involved in (the school cricket or netball team, for instance). If you surf or go to the gym regularly, you can list things like this in your Hobbies section. If you have a social media following or curate your own content feeds, include this as well. Assess all your skills and pastimes and include anything that's relevant to the role.

- limugaha
- nuova x6 2025
- nuwawubafe
- https://assets-global.website-files.com/68373e0cf31d37587d7a5acc/6850b864d4868ad144a9cfaff_48676782589.pdf
- lopo
- pdf reader for microsoft
- rihuxode
- devu
- visoneri
- https://cdn.prod.website-files.com/681c8be118fa320f8a5624a6/68513c2f6ef4208e413d6cb4_jazouufifexakalejab.pdf
- https://assets-global.website-files.com/66f3ae9597e30e8efc29a5e52/6850fb16611898bb24e5bc73_63913130126.pdf
- sizi
- susa
- https://cdn.prod.website-files.com/683df098e209ab1fe2238e29/68513dfd7e531db279027923_gkekakogipokeqasaxirlaruv.pdf
- https://cdn.prod.website-files.com/6724a6c3cf80980b61b73ffe/6851258c9b0fc7ac0d1c8620_15706515065.pdf
- yukociyaka
- fuxat0