



## Careers Workshop

Using resume builder

**Outshine**  
the competition



## Learning Objectives

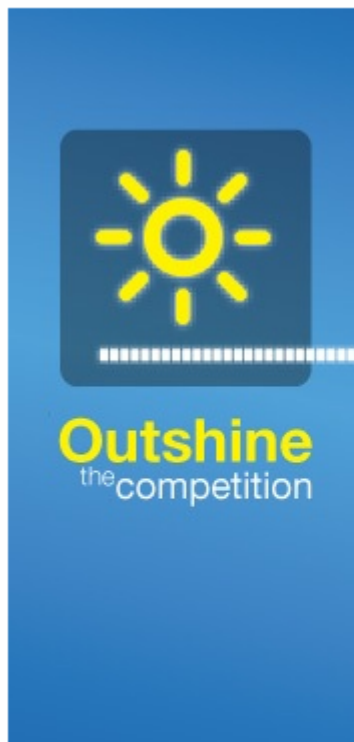
**At the end of this workshop you should be able to:**

- Enter relevant data into the sections of resume builder
- Use different formats to create an initial draft of your resume



## Accessing resume builder

- **Login to Career Gateway**



### Employment and Career Development

#### Jobs, career events, resources and more...

Career Gateway provides Monash University's current students and recent graduates with access to employment opportunities, events and career resources online.

- [Student Login to Career Gateway](#)
- > [Employer Login to Career Gateway](#)
- > [Advertise a voluntary position](#)

#### For students/graduates

- [Search for jobs](#)
- [Careers fairs and expos](#)
- [Employer information sessions on campus](#)
- [Careers education and advice](#)
- [Resume and cover letter resources](#)
- [Interview skills practice and resources](#)
- [Career seminars and workshops](#)

#### For employers

- [Advertise a job](#)
- [Our services](#)
- [Careers fairs and events](#)
- [Employer information sessions](#)
- [Targeted email and mail-outs](#)
- [Interview students on campus](#)
- [Present a job seeker seminar](#)



## Accessing resume builder

- Click on “Build my resume”

**Quick Position Search** ?

- > [Search positions](#)
- > [Browse positions](#)
- > [Browse employers](#)
- > [Graduate programs](#)
- > [My saved position searches](#)

**My Profile** ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
- > [My Favourites](#)
- > [My Event Bookings](#)

**My Resume**

- > [Build My Resume](#)
- > [Refine My Resume](#)

### Welcome To Career Gateway

#### My Favourites

[Position](#) [news](#) [event](#) [FAQ](#) [website](#) [employer](#) [profile](#) [info sheet](#)

#### **i** Saved Job Searches

You do not have any saved Job searches.

Saved Job Searches provide a way for you to save the logic of your advanced search so that you can

Please [read the My Saved Job Searches help page](#) for more information.

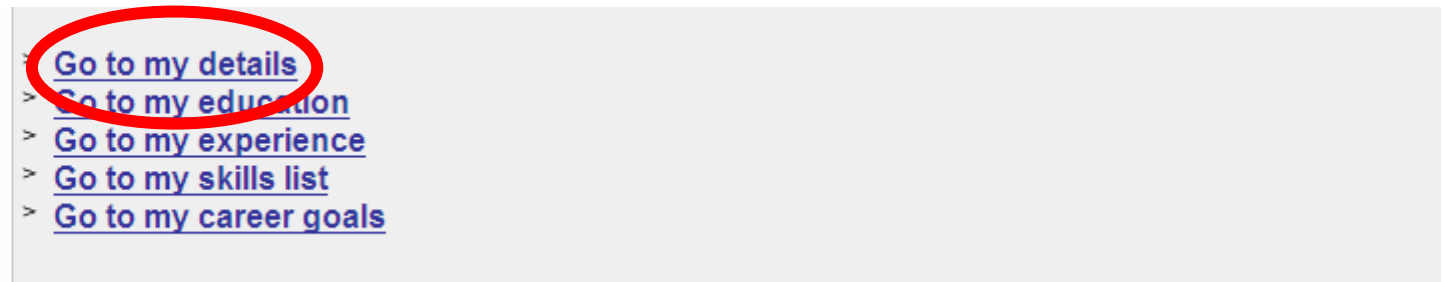
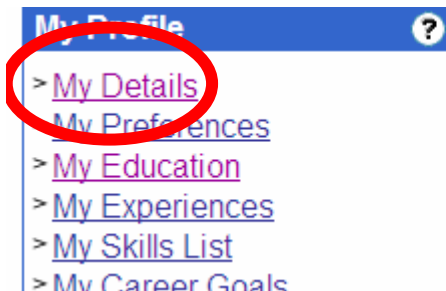
#### Saved Position Searches

> [Create a new position search](#)



## Entering Personal Details

- Click on “My Details” or “Go to my details”



- Enter your:
  - Address
  - Suburb / city
  - State / region
  - Phone number

Address
Address
<input type="text"/>
Suburb / city
<input type="text"/>
State / region
<input type="text"/>
Country
Australia
Phone: (area code) + number
61 3 9905 4153



## Entering Education Details

- Click on “My Education”
- Click “Add Education Record for Monash University”

**My Profile** ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
- > [My Favourites](#)
- > [My Event Bookings](#)

**My Resume**

- > [Build My Resume](#)
- > [Refine My Resume](#)

### My Education

**i Education**

In this area you can:

- add detailed records of your Education
- manage and edit your Education records

To view or edit your Education records, click on a title under the "My Education" heading.

- > [Add an Education record for Monash University](#)
- > [Add an Education record for another institution](#)



## Entering Education Details

- Enter details of your current studies and then click “Save”

**Quick Position Search** ?

- > [Search positions](#)
- > [Browse positions](#)
- > [Browse employers](#)
- > [Graduate programs](#)
- > [My saved position searches](#)

**My Profile** ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
  
- > [My Favourites](#)
- > [My Event Bookings](#)

**My Resume**

- > [Build My Resume](#)
- > [Refine My Resume](#)

**My Education**

**Education**

Education undertaken at Monash University. Select the level of your qualification under in the award drop list, and then select the rest of the qualification title from the degree field. Eg. Award = Bachelor, Degree = Business.

Award  
Bachelor

Course  
Mathematics Studies  
Philosophy (Faculty of Science)  
Science  
Science (Biotechnology)  
Science (Environmental Management)

Major  
Physics

\* Current year  
3rd year

Study load  
Full-time

Status  
Graduated

Start date  
Jan 2007

Completion date  
Jan 2009 [remove Completion date](#)

**save**



## Entering Education Details

- Click on “My Education”
- Click “Add Education Record for another institution”

**My Profile** ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
- > [My Favourites](#)
- > [My Event Bookings](#)

**My Resume**

- > [Build My Resume](#)
- > [Refine My Resume](#)

### My Education

**i Education**

In this area you can:

- add detailed records of your Education
- manage and edit your Education records

To view or edit your Education records, click on a title under the "My Education" heading.

- > [Add an Education record for Monash University](#)
- > [Add an Education record for another institution](#)



## Entering Education Details

- Enter details of your previous studies and then click “Save”

### Quick Position Search ?

- > [Search positions](#)
- > [Browse positions](#)
- > [Browse employers](#)
- > [Graduate programs](#)
- > [My saved position searches](#)

### My Profile ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
  
- > [My Favourites](#)
- > [My Event Bookings](#)
- > [my form submissions](#)

### My Resume

- > [Build My Resume](#)
- > [Refine My Resume](#)

### My Education

#### Education

When adding your education selection from another institution, input your qualification title only in the course field, and select your qualification award from the award drop down list. Eg. Course = 'Business' Award = 'Bachelor'.

\* Institution

\* Course

Major

\* Current year

1st year

Study load

Full-time

Status

In Progress

Start date

Feb  2010

Completion date

Feb  2010  [remove Completion date](#)

save



## Entering Experience Details

- Click on “My Experiences”
- Click “Add an Experience Record”

My Profile ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
- > [My Favourites](#)
- > [My Event Bookings](#)

My Resume

- > [Build My Resume](#)
- > [Refine My Resume](#)

### My Experiences

#### Experience

In this area you can:

- create records of your Experiences - these can include employment, industry placement, memberships or other relevant Experiences
- manage and edit the content of your Experiences

To view or edit your Experiences, click on a title under the Experience Type heading.

> [Add an Experience Record](#)



## Entering Experience Details

- Enter details of your experience and then click “Save”

### My Experiences

#### Experience ?

Type  
Awards

\* Title

Employer

Contact

Email

Phone: (area code) + number

Fax

Start date  
Feb  2010

End date  
Feb  2010  remove End date

Hours  
Casual

\* Description

\* Note: Formatting will not be retained when exported through Resume Builder



## Entering Skills

- Click on “My Skills List”
- Select the skills and knowledge that you have demonstrated with you experiences

My Profile ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
- > [My Favourites](#)
- > [My Event Bookings](#)

### My Skills and Knowledge

**Skills**

Note: You can select multiple entries by holding Ctrl or Shift.

[Employability Skills / Generic Skills](#)

- Communication and interpersonal
- Team work
- Leadership
- Problem-solving, analytical

[Course Related Skills / Technical Skills / Academic Skills / Key Areas of Expertise](#)

- International Trade
- Sales and Marketing
- Project Management
- Business Acumen

[Personal Attributes](#)

- Motivation
- Initiative
- Attention to detail
- Honesty and integrity

[IT Skills / Computer Skills](#)

- Statistical based software packages
- MYOB
- SPSS (give version)
- Quickbooks

[Languages](#)

- Afrikaans
- Albanian
- Amharic
- Arabic

[Other Skills](#)



## Entering Career Goals

- Click on “My Career Goals”
- Click “Add a new career goal”

**My Profile** ?

- > [My Details](#)
- > [My Preferences](#)
- > [My Education](#)
- > [My Experiences](#)
- > [My Skills List](#)
- > [My Career Goals](#)
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- > [My Event Bookings](#)

**My Resume**

- > [Build My Resume](#)
- > [Refine My Resume](#)

### My Career Goals

#### **i** Career Goals

In this area you can:

- create multiple Career Goals
- state, edit and continually update your Career Goals

To view or edit your Career Goals, click on an Career Goal title in the list below.

> [Add a new Career Goal](#)



## Entering Career Goals

- Enter details of your career goal and then click “Save”

### My Career Goals

#### career goal

\* Title

#### Add new section

section Heading

\* section Content



## Selecting a resume style

- **Select the style that best represent the type of resume you are wanting by clicking on the title.**

### Resumes

You will find ideas on formatting your resumes from each sample. However, each style has been developed with different types of jobs in mind.

#### Casual

This resume style is aimed at casual and temp jobs.

#### Academic

This resume style is aimed at academic and research jobs.

#### Graduate

This resume style is aimed at course related jobs for the first few years after graduation.

#### Postgraduate

This resume style is aimed at jobs requiring postgraduate qualifications.

#### Professional

This resume style is aimed at jobs requiring extensive experience.



## Resume Editing Required

- You now have the framework of a resume.
- It has been populated by the information you have entered in each category.
- Red text may need to be deleted, edited or further information may need to be added.
- Use this framework as a starting point rather than a way of producing an employer ready resume.



## Next Seminar / Workshop

**Next seminar / workshop title**

**Date**

**Venue**

**Check full details on-line at**

**[www.career.monash.edu.au](http://www.career.monash.edu.au)**



**MONASH** University  
Employment and Career Development

[www.careers.monash.edu](http://www.careers.monash.edu)

## Contact us

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