

Build a Resume

Create a clear resume that helps employers see your potential.

1 Context	WHY THIS MATTERS Your resume is often your first introduction to an employer. It should quickly show your skills, education, experience and potential for the role.	A SIMPLE PATHWAY → Contact details → Summary → Education → Experience → Projects → Skills	KEY TAKEAWAYS ■ Use achievements, not only responsibilities. ■ Include projects, volunteering and part-time work. ■ Keep it easy to scan and error-free.
2 Insight	EMPLOYER INSIGHT Employers are not expecting years of experience. They are looking for relevance, initiative, attention to detail and evidence you can learn.		TOP TIP Focus on evidence. Employers respond to clear examples of what you did, what you learned and what changed because of your contribution.
3 Action	WHAT TO DO ✓ Use action verbs: created, improved, supported, delivered. ✓ Quantify achievements where possible. ✓ Match keywords from the job ad. ✓ Save and submit as a PDF unless told otherwise.	WHAT TO AVOID ■ One generic resume for every application. ■ Long paragraphs and cluttered formatting. ■ Spelling mistakes or inconsistent dates. ■ Irrelevant personal information.	QUICK CHECKLIST ■ Contact details current ■ LinkedIn included if relevant ■ Skills matched to role ■ Proofread by someone else ■ PDF saved correctly
REFLECTION What three achievements show your best evidence of reliability, initiative or learning?			
YOUHIVE TIP	If you use the YouHive Digital Passport, you will automatically have a resume built and shareable with prospective employers.		