Adding your Resume.

Have a look at the linked article for some tips about writing a stand out resume.

Afraid of your resume? Don't be!

This seems like a lot of work; why do I need to do this?

There are two reasons we ask you to enter your resume details in your profile, using our resume builder.

Prior to offering the resume builder we offered an upload facility for resume's as a word or pdf document. However, despite asking people not to put their phone numbers, tax file numbers and addresses and other private information in their resume, we could not protect the privacy of that information in word or pdf format. Your privacy is of the utmost importance to us and to ensure that this information couldn't be accessed we had to implement the resume builder as a solution.

The second reason we ask you to enter your information into the site through the resume builder is so that we can search for you by skills and experience, qualifications and location in our database, so that we can contact you before we advertise if a job is listed in your area that is the right fit for you.

Why can't I just upload my existing resume?

As explained above, we use a resume builder to better optimise our ability to match skills and experience with jobs being advertised. It also provides you with a professional standard resume. With all of the different resume formats it's much easier for us to do this if you build your resume in our resume builder. It also removes your personal information from the resume for privacy reasons. This work won't be wasted effort, once complete you can export a copy of your professional standard resume into word or PDF and save a copy for future use.

Why can't I just copy and paste my entire resume into the Overview section?

It may be tempting to do this but this won't give you a resume to the professional standard that is able to be job matched to our employers. Please complete the resume using the user guide as your reference to ensure maximum results.

1) To add or update your Resume, on the My Profile page, first click on the link in the Account Details section.
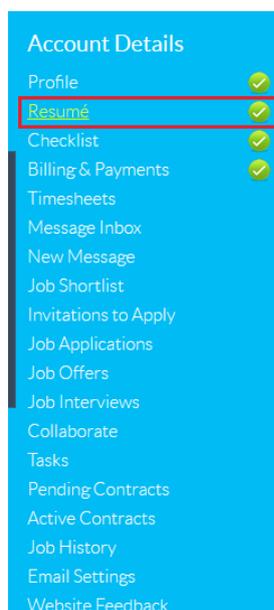
Overview

Use this section to add an overview of your qualifications, for example 'Experienced communications specialist'. You can add as little or as much as you like but try to keep it short and sharp.

1) To add or update your Overview, first click on 'Add' or 'Edit.'

2) Add your overview to the Free text field and select Save Changes.

Salary Skill Level

Use this section to add and update your preferred Salary Skill level.

Hint: You can add multiple levels if you wish.

As a guide to the Salary levels:

- *Entry level positions:* These positions tend to be routine administrative, operational &/or technical roles with job specific knowledge, responsibility and accountability limited to allocated tasks. They are either independent &/or as part of a team, and are supervised. Entry-level reflects the pay scale within the company.
- *Mid-level positions:* These positions are paid more than entry-level employees. They tend to be roles requiring expertise in a specific area, with a broader responsibility and accountability for tasks, and involve some autonomy and some supervision. Mid-level positions may oversee small teams and actively assist and contribute ideas/reports to higher-level employees or managers.
- *Senior/management level positions:* These positions are high-level or managerial positions. They require more in-depth knowledge and skills with an ability to apply the knowledge and skills, such as independent thought and process, supervision/management of personnel &/or policy determination. Specific experience in similar roles or the appropriate qualification is usually required.

1) To add or update your Salary Skill level, first click on the Add or Edit button.

Salary skill level	➕ ADD

Salary skill level　✏️ EDIT

Entry Level ($23-41 per hour, $188-325 per day)
Mid Level ($41-61 per hour, $325-479 per day)

2) On the following screen select the appropriate level by selecting the checkbox beside the specified level and click 'Save changes'

Salary skill level

☐ **Entry Level** ($23-41 per hour, $188-325 per day)
☐ **Mid Level** ($41-61 per hour, $325-479 per day)
☐ **Senior/Management Level** ($61-82 per hour, $479-547 per day)

CANCEL　SAVE CHANGES

Areas of Expertise

Use this section at add your Areas of Expertise and skills you have acquired. Please note, this section is for expertise you currently possess, not areas you are interested in pursuing.

1) To add or update an area of expertise, first click on the Add or Edit button.

Areas of Expertise	➕ ADD
None selected	

Areas of Expertise　✏️ EDIT

Business Analysis, Change Management, Client Relationship Management, Customer Service & Support, eLearning, Information Technology, Presentations, Project Administration support, Project Management, Recruiting, Research and Analysis, Technical Writing, Training and Assessment

2) You will be presented with a number of job categories and role types. Select the checkbox of **all** the roles that are applicable to your experience.

3) Select Save Changes.

CANCEL　SAVE CHANGES

Education and Qualification

Use this section to add your Education and Qualification details. This can include courses or qualifications you are currently undertaking.

1) To add or update your education and qualifications, first click on the Add or Edit button.

Education & Qualifications

Australian Institute of Management (Mar 2015 - Sep 2015)
  Diploma of Government (Management)

✏ EDIT

➕ ADD

2) Add the start date of the Education or Qualification

Education & Qualifications (add new)

Start   Finish

Institution or Qualification

3) Add the finish date of the Education or Qualification

Education & Qualifications (add new)

Start   Finish

Institution or Qualification

4) Add the Institution or Qualification title

Institution or Qualification

Description

5) Add a description of your Education or Qualification. For example, if you have completed a Bachelor of Communications – Journalism, add 'Bachelor of Communications –Journalism'.

Description

6) Select Save Changes.

CANCEL   SAVE CHANGES

7) To add additional qualifications, once you have saved your changes, select 'Add' and repeat the above process until all of your qualifications have been added.

Employment History

Use this section to add your employment history. Remember to add this in reverse chronological order – your most recent to oldest.

1) To add or update your employment history, first click on Add or Edit.

Employment History

Manager, Business Analysis for **Australian Public Service** (Sep 2015 - Feb 2017)
In September 2015 I was offered an opportunity to join the Australian Federal Government and assist my former CIO in establishing a new branch and working on a major initiative to transform the Agency into a leading financial intelligence agency. My role initially was Manager of Business Analysis where I established a team of highly skilled business analysts before the branch was restructured and I helped establish a customer focused portfolio to support Intelligence outcomes for the agency.

Specific Duties:
• Establishing and leading a team of five Business Analysts (2 x APS6 and 3 x contractors) including guiding them in adopting Agile practices and artefacts.
• Assisting in the establishment of the Intelligence Solutions portfolio including defining work practices, identifying core staff, defining performance criteria and establishing strong working relationship with key stakeholders.
• Writing business cases/work proposals for the establishment of new initiatives including clearly defining business problems, conducting initial cost benefit analysis and recommending initiatives with greatest return on investment.
• Acting as an advocate for the business in existing initiatives to ensure business objectives and outcomes are met.
• Defining and tracking benefits for intelligence initiatives, including benchmarking for quantitative benefits.

[EDIT]

[ADD]

2) Add your start date, adding the year and month your employment commenced.

Previous Employment (add new)

Start

Finish

Employer

3) Add your finish date, adding the year and month your employment ceased. If this is your current employment leave this field blank.

Previous Employment (add new)

Start

Finish

Employer

4) Add the name of the employer.

Employer

Position

5) Add the position you held, for example Executive Assistant

Position

Description (responsibilities, duties, skills learned, etc)

6) In the Description free text field, put a summary of your duties and responsibilities.

Description (responsibilities, duties, skills learned, etc)

Hint: this can often be copied and pasted from your previous job description or from your resume.

7) Select 'Save Changes'.

CANCEL   SAVE CHANGES

Work Experience and Achievement

Use this section to add any relevant work achievements and experience that you have not added in your Employment History. Examples of this include awards, medals and volunteer work.

1) To add or update your work experience and achievement, click on Add or Edit

Work Experience & Achievements
ACT Public Service Young Leadership Conference (Apr 2014 - Apr 2014)
Nominated to attend the ACT Public Service Young Leadership Conference by my First Assistant Secretary (FAS) due to my exceptional leadership skills.

✎ EDIT

➕ ADD

2) Add your start date, adding the year and month your work experience or achievement commenced

Work Experience & Achievements (add new)

Start   Finish

3) Add your finish date, adding the year and month your work experience or achievement ceased.

Work Experience & Achievements (add new)

Start   Finish

4) Add the title of your work experience or achievement

Title

Description

5) In the Description free text field, add a brief summary of the work experience or achievement.
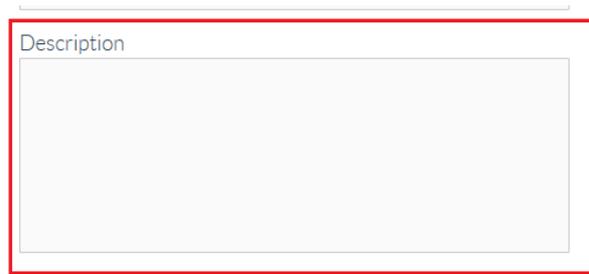
Description

6) Select 'Save Changes'.
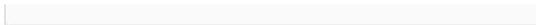
CANCEL   SAVE CHANGES

7) To add additional work experience or achievements, click on the Add button and repeat the above steps.
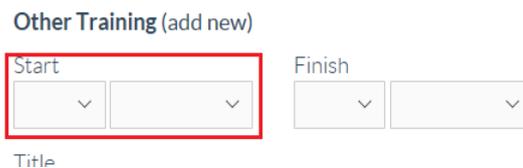
Other Training

Use this section to add any training courses you have attended that are not included in the Education and Qualifications section. Examples of this include courses such as business writing courses, leadership and management courses and first aid courses.

1) To add or update your other training details, first click on Add or Edit.

Other Training

Information Security Manual Basics (2015)

✎ EDIT

⊕ ADD

2) Add the start date of the training course

Other Training (add new)

Start   Finish

Title

3) Add the finish date of the training course
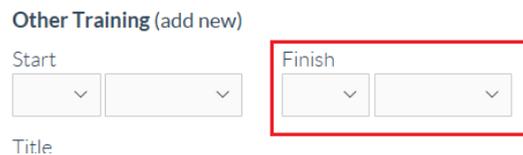
Other Training (add new)

Start   Finish

Title

4) Add the Title of the course

Title

Description

5) Add a brief course description in the Description field.
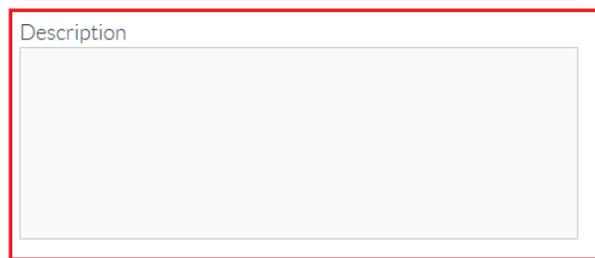
Description

6) Select 'Save Changes'

CANCEL   SAVE CHANGES

7) To add additional training courses, click on the Add button and repeat the above steps.

Professional Affiliations and Membership

In this section add any professional affiliations and membership details that you think are relevant. For example, International Institute of Business Analysts (IIBA) Membership details.

1) To add or update your professional affiliations and membership details, first click on Add or Edit.
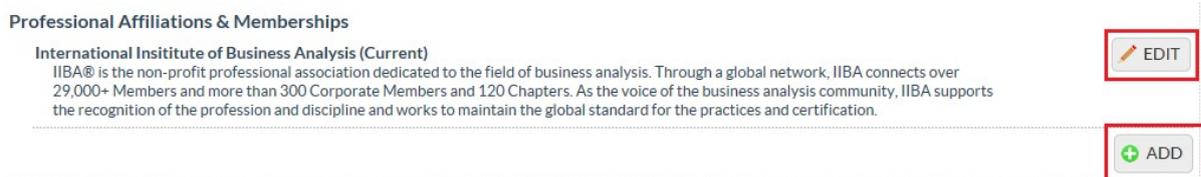
Professional Affiliations & Memberships

International Insititute of Business Analysis (Current)
IIBA® is the non-profit professional association dedicated to the field of business analysis. Through a global network, IIBA connects over 29,000+ Members and more than 300 Corporate Members and 120 Chapters. As the voice of the business analysis community, IIBA supports the recognition of the profession and discipline and works to maintain the global standard for the practices and certification.

✎ EDIT

➕ ADD

2) Add the Title of your Membership, eg International Institute of Business Analysts (IIBA)

Title

Description

3) Add a brief Description of the affiliation or membership details.
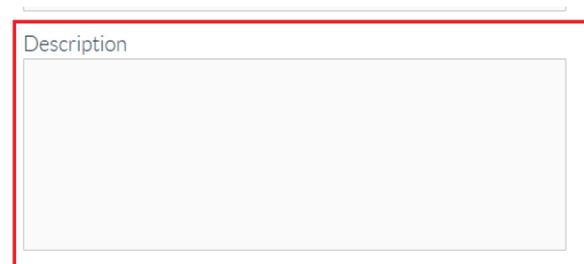
Description

4) Select 'Save Changes'

5) To add additional affiliations or memberships, click on the Add button and repeat the above steps.

Additional Information

Use this section to add any other information you would like potential employers to know about you, for example awards you may have won or other professional achievements you have not included elsewhere.

1) To add or update the Additional Information, first click on 'Add' or 'Edit'.

2) Add your additional information using the text editor box and once you have completed