

A guide for Pacific Engagement Visa applicants:

# Creating your resume for the Australian job market

## ✓ Why your resume matters

Your resume is often the first opportunity the employer has to learn about you. A strong resume:

- Makes a great first impression
- Shows how your skills match the job
- Helps employers see that you share their values.

Employers are more likely to invite you for an interview when your resume matches the keywords in the job application and demonstrates that you have the same values.

## Step 1: Include your personal details

Add your:

- First and last name
- Email address
- Phone number (with country code)
- City and country (if available, you can also include your address in Australia).

**Optional:** If you would like to, you can include a professional photo. A professional photo is a clear, high-quality image of you, taken in good lighting, where you are dressed professionally.

It is not recommended to include other details, such as your ballot registration number, applicant ID, or passport number. You should not include your height, weight, age, gender or religion.

## Step 2: Create a strong career objective

Employers respond well to resumes with a tailored and meaningful career objective. A career objective is a short statement at the beginning of a resume that explains your career goals and shows how they match the job you are applying for. This is your chance to:

- Explain your situation as a PEV applicant
- Show how your skills align with the role
- Demonstrate your suitability for the role, with a career goal that reflects the employer's mission or values.

## Step 3: Write down your work history

List your jobs in order, starting with your current or most recent job first, and then your old jobs last.

If you have worked in different industries, create one resume for each industry.

- For example, you might have a resume focusing on your manufacturing experience, and another that reflects your experience in accounting. In this example, it is important to use the resume that is the best match for the job you are applying for.



#### Step 4: Highlight your experience, skills and qualifications

Below your work experience, you can list your key skills and qualifications.

For qualifications, ensure that you include:

- Dates completed (or the relevant date, if in progress)
- Name of the school, college, or university
- Name of the qualification.



#### Step 5: Add character references

Employers in Australia conduct character reference checks to confirm your suitability for a job. It is common to include two references at the end of your resume, with the following information:

- Full name
- Job title
- Relationship (for example, were they a teammate or manager to you)
- Company
- Email address
- Phone number.

Reference checks are usually completed using online questionnaires, and sometimes by phone.



#### What is a cover letter?

A cover letter is your personal introduction to an employer. It is written for a specific job you are applying for and should encourage the employer to read your resume.

Your cover letter should:

Introduce yourself and explain why you are interested in the job

Highlight your qualifications, experience, and personal strengths that match the role

Show that you are the right person for the employer's business

Demonstrate your written communication skills.

Key tips:

Keep it short: 2–3 paragraphs are enough

Tailor each cover letter to the job and employer (avoid sending the same letter to every company)

Always check spelling, grammar, and formatting – careful checking leaves a good impression.



Find out more about the PEV Employment Support Service at [www.pev.gov.au](http://www.pev.gov.au)

On our website, you can explore more resources, including employment fact sheets and resume templates. You can also sign up for Employment Information Sessions to learn more about finding a job in Australia.

Tips for requesting a character reference:

Ask if your past work wants to be your reference before including them

Let your referees know what jobs you are applying for

Inform them that employers may contact them

Ask your potential employer if they use a third-party service to issue questionnaires. Sometimes emails asking for a reference check can go to the spam folder.



## PEV resume template

PEV applicants can use the following template when creating resumes.

### Instructions for use:

- Copy and paste the right column text into a text-editable program (e.g. Microsoft Word, Google Docs)
- Do not copy the blue instruction text in the left column
- Replace the text in [orange brackets] with your own information.

#### INSTRUCTIONS

### Career objective

*Give a short summary of the kind of work that you have done, and the work you would like to do. Your summary should include 2-3 skills. Add your availability, for example: my availability will depend on the timing of my visa being processed. Once finalised, I will be available to start within one or two months. You can also add the below information regarding your status as a PEV applicant.*

### Employment history

*List all the jobs or voluntary work you have done, including work experience, or the jobs that are relevant to the organisations you are applying to work for. Use the below format as a guide and replace all dates, organisations and duties with your own.*

#### Example:

August 2023 – September 2024  
Workpac Australia  
Construction site safety  
Forklift operation  
Use of power tools

### Education

*Include a list of your most recent qualifications you have, and end with the last year of school that you completed.*

#### Example:

1990  
Bachelor of Arts – Major in Social Work  
Tonga National University

#### TEXT TO COPY

### Contact details

Home number: [(Country code) Phone number]  
Mobile number: [(Country code) Phone number]  
Email address: [Your main email address]  
Postal address: [Your address at home]

### Career objective

I have been selected by the Australian Government to apply for the Pacific Engagement Visa (PEV), which is a Permanent Residence visa to live and work in Australia. The PEV is not an employer-sponsored visa.

More information can be found here: [www.pev.gov.au](http://www.pev.gov.au). The Pacific Engagement Visa Employment Support Service can be contacted at [employment@pevsupport.com.au](mailto:employment@pevsupport.com.au)

### Employment history

[Month year – Month year]  
[Name of the organisation]  
[Task or skill]  
[Task or skill]

[Month year – Month year]  
[Name of the organisation]  
[Task or skill]  
[Task or skill]

[Month year – Month year]  
[Name of the organisation]  
[Task or skill]  
[Task or skill]

### Education

[Year you completed school or qualification]  
[Name of degree, qualification or course]  
[Name of school or institution]

[Year you completed school or qualification]  
[Name of degree, qualification or course]  
[Name of school or institution]

[Year you completed school or qualification]  
[Name of degree, qualification or course]  
[Name of school or institution]



## INSTRUCTIONS

## TEXT TO COPY

**Relevant skills**

List the most important skills gained from your paid or volunteer work that relate to the skills needed for the job you are applying for.

**Achievements**

Include the title and date for awards you may have achieved, from work or school.

**Personal interests**

Pick activities that show your skills and that might be relevant to your new job. For example, sporting clubs such as rugby, or hobbies such as baking or volunteering within your community.

**References**

Include character references for two or three people you have recently worked for, either in paid or volunteer work, or previous teachers.

**Relevant skills**

[Skill]  
[Skill]  
[Skill]  
[Skill]

**Achievements**

[Achievement]  
[Achievement]  
[Achievement]  
[Achievement]

**Personal interests**

[Activity]  
[Activity]  
[Activity]  
[Activity]

**References**

Full name: [Firstname Surname]  
Position: [Position title]  
Organisation: [Name of the company (or organisation, educational institution, school or college)]  
Work: [(Country code) Phone number]  
Mobile: [(Country code) Phone number]  
Email address: [name@serviceprovider.country domain code]

Full name: [Firstname Surname]  
Position: [Position title]  
Organisation: [Name of the company (or organisation, educational institution, school or college)]  
Work: [(Country code) Phone number]  
Mobile: [(Country code) Phone number]  
Email address: [name@serviceprovider.country domain code]

Full name: [Firstname Surname]  
Position: [Position title]  
Organisation: [Name of the company (or organisation, educational institution, school or college)]  
Work: [(Country code) Phone number]  
Mobile: [(Country code) Phone number]  
Email address: [name@serviceprovider.country domain code]

