



Wan gaed blong ol apliken blong Pacific Engagement Visa (PEV):

Mekem wan resume blong yu i rere blong ol wok long Ostrelia

✓ Resume hem i impoten from wanem?

Nomoli, resume (CV) blong yu hem i fes samting we bae wan emploia i luk blong oli save yu. Wan gudfala resume:

- i save help blong oli gat wan gudfala fes tingting long yu
- i save soemaot ol skil blong yu we i stret long wok we yu wantem
- i save helpem ol emploia blong save se yu stanap long ol semak valiu (stamba tingting) olsem olgeta

I gat moa janis blong ol emploia i singaotem yu blong kam long wan intaviu blong kasem wok sapos we resume blong yu i talem ol semak kaen wod we i stap insaed long aplikesen blong wok, mo hem i soemaot se yufala stanap long ol semak valiu.

Step 1: Inkludum ol pesonel infomesen blong yu

Ademap:

- fes nem mo las nem blong yu
- imel adres blong yu
- fon namba blong yu (wetem kantri kod)
- ples we yu stap long hem - siti mo kantri (mo yu save putum adres blong yu long Ostrelia sapos i gat)

Narafala samting we yu save ademap:

Sapos yu wantem, yu save putum wan profesonel foto blong yu long hem. Profesonel foto blong yu hem i mas klia mo hae kwaliti mo oli bin tekem long ples we i laet mo yu werem ol stret klos blong profesonel wok.

I no nid blong inkludum ol narafala infomesen olsem ballot rejistresen namba blong yu, apliken ID blong yu o paspot namba blong yu. Mo no putum ol infomesen olsem bodi saes, weit, ej, jenda o rilijon blong yu.

Step 2: Raetemaot wan gudfala gol blong wok (career objective)

Ol emploia oli laekem taem ol woka oli putum wan gol blong wok long resume we hem i talemaot stret wanem we man/woman ia i wantem ajivim long wok blong hem. Wan gol blong wok hem i wan sot toktok we oli raetem long stat blong wan resume we hem i talemaot wanem nao yu wantem ajivim long ol wok blong yu, mo hem i konektem gol ia wetem wok we yu stap aplae long hem. Hem i wan gudfala samting we i save helpem yu blong:

- serem moa long saed blong yu olsem wan apliken blong PEV
- soemaot ol skil blong yu we i stret long wok we yu wantem
- soemaot se yu stret long wok ia tru long wan gol blong wok we hem i konek wetem ol stamba tingting mo ol valiu blong emploia ia.

Step 3: Raetemaot ol wok we yu bin mekem finis (work history)

Mekem wan list blong ol wok we yu bin mekem mo putum gud long oda - stat long hemia we yu stap mekem yet o las wok we yu mekem i go kasem ol ofala wok long pas.

Sapos yu bin wok long ol difren indastri (ol difren kaen wok), mekem wan resume blong wanwan indastri.

Olsem wan eksampol: yu save gat wan resume we hem i tokbaot ol wok blong yu long saed blong manufacturing, mo wan narafala resume long saed blong accounting. Folem tingting ia, hem i impoten blong yu yusum wan resume we hem i stret folem wok we yu stap aplae long hem.

Step 4: Tokbaot ol wok we yu bin mekem wetem ol skil mo kwalifikesen blong yu

Andanit long list blong ol wok we yu bin mekem, yu save mekem wan list blong ol stamba skil mo ol kwalifikesen blong yu.

Sapos i gat ol kwalifikesen, mekem sua se yu raetemaot:

- deit we yu bin komplitim (o deit we bae i komplitim sapos yu stap mekem yet)
- nem blong skul, kolej o yunivesiti
- nem blong kwalifikesen.

Step 5: Inkludum ol kontak blong refrens jek

Ol emploia long Ostrelia oli stap mekem ol refrens jek blong jekem sapos yu stret pesen blong wok ia. Nomoli, bae yu putum kontak blong tufala man/woman long en blong resume blong yu, wetem ol infomesen ia:

- ful nem blong hem
- rol blong hem long wok
- rilesensip wetem yu (olsem: hem i wan narafala woka o wan maneja blong yu?)
- kampani we hem i wok long hem
- imel adres blong hem
- fon namba blong hem.

Nomoli oli stap mekem ol refrens jek tru long ol onlaen kwestenea o tru long fon.

Samfala tingting blong helpem yu blong askem wan man/woman blong kam wan kontak blong refrens jek:

.....
askem hem sapos hem i glad blong kam wan kontak blong refrens jek bifo yu putum nem blong olgeta long resume blong yu
.....

.....
letem hem i save long wanem wok yu stap aplae long hem
.....

.....
letem hem i save se maet ol emploia i kontaktem hem.
.....

Askem emploia we yu wantem wok wetem sapos oli yusum wan third-party sevis blong mekem refrens jek kwestenea. Hem i from se samtaem ol imel blong refrens jek i save mestem i go long spam folda long imel.
.....



Wanem ia wan cover letter?

Wan cover letter (leta blong aplae long wok) hem i wan leta we yu raetem i go long emploia blong introdusim yuwan. Leta ia bae yu raetem folem wok we yu stap aplae long hem mo bae leta ia hem i sud mekem emploia i wantem ridim resume blong yu.

Cover letter hem i sud talem ol samting ia:

introdusim yuwan mo eksplenem from wanem nao yu intres long wok ia

talemaot ol kwalifikesen mo wok we yu bin mekem, mo ol samting we yu gud long hem we hem i konek wetem wok ia

soemaot long olgeta se yu nao stret pesen blong joenem kampani ia

soemaot ol skil blong yu blong raet.

Samfala tingting blong help:

mekem leta ia i sot nomo: 2-3 paragraf inaf

mekem wanwan cover letter folem wanwan wok mo emploia we yu stap aplae long hem (no sanem semak leta i go long evri kampani)

mekem sua se yu jekem gud leta long saed blong speling, grammar mo formatting - bae hem i luk moa gud.



Yu save kasem moa infomesen long saed blong Emploimen Sapot Sevis blong PEV long websaet ia: pev.gov.au

Long websaet blong mifala, yu save faenem moa risos, olsem ol pepa blong infomesen long saed blong emploimen mo ol templet blong mekem wan resume (CV). Mo tu yu save saenap long ol Emploimen Infomesen Sesen blong lanem moa long saed blong hao blong lukaotem wok long Ostrelia.



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. The Pacific Engagement Visa Employment Support Service can be contacted at 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)]
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