



Gaed fo Pacific Engagement Visa (PEV) aplikants:

Mekem resume blo iu fo Australia job maket

✓ Wae nao resume blong iu impoten

Resume blong iu evri taem hem fest opotuniti blong olketa boss fo lanem aboutim iu. Strong fala resume:

- Mekem gudfala fest impreson
- Shom hao skills blong iu fitim waka yia
- Helpem olketa boss lukim dat iu searem valus blong olketa.

Emploeas (olketa boss) bae mait invaetim iu fo duim intaviu taem resume blong iu fitim olketa kiwods insait job aplikeson en som dat iu garem sem valus.

Step 1: Inkludim olketa pesonol deteil blong iu

Addim:

- Fest nem en last nem
- Imeil adres
- Fon number (wetem kandere/kauntri kod)
- Taun (city) en kandere (if iu garem, iu savve inkludim tu Australian adres blong iu).

Hem ap long iu: If iu like, iu savve inkludim profesinol foto. Profesinol foto hem klia, hae-kwaliti piksa blong iu, tekem insait gud lait, wea iu werem smat/profesinol kaleko.

Hem no rekomend fo inkludim olketa nara diteil, olsem balot registreson namba blong iu, aplikant ID, o paspot namba. Iu shud no inkludim hao tol na iu, hao hevi na iu, hao old na iu, iu boe o gele o rilijon blong iu.

Step 2: Mekem strong karia objektiv

Emploeas (olketa boss) rispond gud long olketa resume wetem smat en minigful karia objektiv. Karia objektiv hemi sot steitment long stat blong resume dat explenim eim long karia blong iu en som hao hem fit long waka iu aplae long hem. Hem sans blong iu fo:

- Explenim situeson blong iu as a PEV aplikant
- Som hao skills blong iu inlaen wetem rol yia
- Talem dat iu fit fo rol yia, wetem karia gol dat som sem mison en valus wetem emploeas.

Step 3: Raitim daun waka histori blong iu

Listim olketa waka blong iu long oda, statim wetem waka blong iu distaem o last waka iu duim, en den olketa old waka blong iu last.

If iu waka long olketa difrent industry, mekem wanfala resume fo evri indastri.

Fo exampol, iu mait garem resume fokas long experiens blong iu long manufaktsaring, en narawan dat som experiens blong iu long akaunting. Insait exampol yia, hem impoten fo usim resume wea hem best fitim fo waka iu aplae go long hem.

Haelaitim experiens blong iu, skils & kwalifikesons

Lo daun waka experiens blong iu, iu savve listim ki/mein skils en kwalifikesons blong iu.

Fo kwalifikeson, meksua dat iu inkludim:

- Deit mas komplit (o relevant deit, if in progres)
- Nem blong skul, kolej, o univesity
- Nem blong kwalifikeson yia.

Step 5 Adim karakta refrens

Emploeas insait Australia kondaktim karakta refrens chek fo konfemim dat iu fit fo waka. Hem komon fo iu inkludim tufala refrens lo end blo resume blong iu, wetem olketa infomeson yia:

- Ful nem
- Taetol blong waka
- Rilesionsip (fo exampol, olketa tim meit o manaja blong iu)
- Kampani
- Imeil adres
- Fon namba.

Refrens chek nomali komplitim usim onlaen kwestionea, en samtaems long fon.

Tips fo rikwestim karakta refrens:

Ask if ples iu waka bifo laek fo refrens blong iu bifo iu inkludim olketa

Letem referis blong iu savve wanem kaen waka iu aplae fo hem

Infomim olketa dat olketa emploeas mait kontaktim olketa

Askem posibol emploea blong iu if olketa usim ted pati sevis fo isum olketa kwestionea Samtaems askem olketa imeils fo refrens chek savve go long spam folda.

Wanem nao kava leta?

Kava leta hem pesonol introdakson go long emploea. Hem fo spesifik waka iu aplae fo hem en hem shud enkarejim emploea fo ridim resume blong iu.

Kava leta blong iu shud:

Introdusim iu seleva en explenim wae iu interest long waka yia

Haelaitim kwalifikeson, experiens, en pesonol strent blong iu dat hem fitim rol yia.

Som dat iu nao rait person fo bisnis blong emploea

Talem riten komunikeson skils blong iu.

Ki/mein tips:

Kipim sot: 2-3 paragraf hem inaf

Mekem fit evri kava leta go long waka en emploea (no sendem sem leta go long evri kampani)

Mas chekim spelling, grama, en fomating – Keaful cheking livim nao gudfala impreson



Faendim aut moa aboutim PEV Employment Sapot Sevis long pev.gov.au

Long websait blong mifala, iu savve explore moa risos, inkludim emploement fakt fael en resume templets. Iu savve sain ap fo Emploement Infomeson Seson tu fo lanem moa about faendim waka insait Australia.

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

TEXT TO COPY

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

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)]
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]

