

Matadalan ba aplikante ba Pacific Engagement Visa (PEV):

Kria ita rasik nia rezume ba serbisu iha Austrália

✓ Tansá mak ita-nia rezume importante?

Baibain, ita-nia rezume (kurríkulu vitae) mak oportunidade ne'ebé loke dalan ba empregadór ida atu koñese ita. Rezume ne'ebé di'ak:

- halo impresaun dahuluk ne'ebé di'ak tebes
- hatudu oinsá ita-nia abilidade sira koresponde ba serbisu ruma
- ajuda empregadór sira haree katak ita-nia prinsípiu sira mak hanesan empregadór ninian.

Ita iha possibilidade boot liu atu hetan entrevista bainhira infromasaun iha ita-nia rezume han malu ba aplikasaun serbisu nian no hatudu katak ita no empregadór halo tuir prinsípiu sira-ne'ebé hanesan.



Etapa 1: Hakerek ita-nia informasaun pesoál

Inklui ita-nia:

- naran no apelidu
- enderesu email
- númeru telemovel (hamutuk ho kodé ba ita-nia país)
- sidade no país (se bele, inklui ita-nia hela-fatin iha Austrália).

Opcionál: Se ita hakarak, ita mós bele inklui foto (retratu) profisionál ida. Foto profisionál mak foto ho kualidade aas ne'ebé hatudu ita-nia oin ho klaru (la eskuru). Ita-nia hatais sei profisionál.

Ladún di'ak atu inklui informasaun hanesan ita-nia númeru registrasaun ba ballot selection process, ID aplikante nian, ka númeru pasaporte. Labele inklui informasaun hanesan ita-nia ain-aas hira, isin todan hira, idade, jéneru ka relijiaun.



Etapa 2: Hakerek objetivu ba kareira ne'ebé forte

Empregadór sira buka ba ema nia planu ba kareira ne'ebé klaru no signifikativu. Planu ba kareira mak hanesan deklarasaun badak ne'ebé esplika ita-nia objetivu ba ita-nia moris serbisu nian no oinsá objetivu hirak-ne'e han malu ho serbisu ne'ebé ita aplika ba. Ida-ne'e mak ita-nia oportunidade atu:

- esplika ita-nia situasaun hanesan aplikante ba PEV
- hatudu katak ita-nia abilidade sira han malu ho knaar iha vaga serbisu ne'e
- hatudu katak ita mak ema di'ak liu ba papél ne'e tanba ita-nia planu kareira han malu ho empregadór nia objetivu no prinsípiu sira.



Etapa 3: Hakerek ita-nia esperiênsia serbisu nian

Halo lista, komesa ho ita-nia serbisu atuál ka ne'ebé halo foin daudauk ne'e to'o serbisu ne'ebé ita halo iha pasadu.

Se ita serbisu ona iha indústrria oioin, kria rezume ida ba indústrria ida-idak.

Porezemplu, karik iha rezume ida-ne'ebé foka ba esperiênsia iha indústrria fabrikasaun nian, no rezume ida seluk ne'ebé foka ba ita-nia esperiênsia iha serbisu kontabilidade. Iha ezemplu ida-ne'e, importante katak ita haruka rezume ne'ebé han malu ba papél ne'ebé ita aplika ba dadaun.



Etapa 4: Hakerek ita-nia esperiênsia, abilidade no kualifikasaun sira

Iha parte esperiênsia serbisu nian nia kraik, hakerek lista ba ita-nia abilidade no kualifikasaun sira.

Ba kualifikasaun, asegura katak ita inklui:

- data kompleta (ka data komesa no kompleta se atu halo hotu iha futuru)
- eskola, koléjiu ka universidade nia naran
- naran ba kualifikasaun ida-idak.

Etapa 5: Hakerek referênsia karakter sira

Baibain, empregadór sira iha Austrália sei verifika ita-nia referênsia karakter sira hodibele konfirma katak ita mak serve ba papél ruma. Baibain ita inklui testemuña (dehan katak ema ne'ebé prontu atu fó-hatene ita-nia hahalok di'ak sira) na'in-rua iha rezume rohan. Referênsia sira-ne'e sei inklui ema nia:

- naran
- papél ka títulu serbisu nian
- relasaun ho ita (porezemplu, ita-nia maluk iha ekipa serbisu ida ka manajer)
- kompañia
- enderesu email
- númeru telefone nian.

Baibain, empregadór verifika ita-nia referênsia karakter liuhusi kestionáriu online ida ka xamada telefone ida.

Sujestaun sira kona-ba husu ema atu sai hanesan testemuña ida:

ulukliu, husu to'ok lisensa husi empregadór uluk nian atu sai hanesan referênsia ida

fó-hatene testemuña ida-idak kona-ba tipu serbisu ne'ebé ita aplika ba

fó-hatene sira katak empregadór ruma sei kontakta sira

Husu empregadór potenciál sira se karik sira uza kompañia seluk atu verifika referênsia liuhusi kestionáriu sira. Dala ruma email ho kestionáriu sira hanesan ne'e sei tama kedas mapa spam nian.

Saida mak karta apresentasaun?

Karta apresentasaun mak ita rasik nia karta ne'ebé fó koñese an ba empregadór sira. Ita hakerek karta ida ba serbisu espesífiku ne'ebé ita aplika ba hodi dada empregadór nia atensaun ba ita-nia resume.

Ita-nia karta apresentasaun presiza:

apresenta an rasik no esplika razaun tansá ita interesadu ba vaga serbisu ne'e

dada atensaun ba ita-nia kualifikasaun, esperiênsia, no abilidade ka hahalok pesoál ne'ebé han malu ba papél ne'e

hatudu sai katak ita mak ema di'ak ba empregadór nia negósiu

hatudu ita-nia abilidade atu komunika liuhusi hakerek karta, email ka dokumentu seluk tan.

Sujestaun importante sira:

hakerek karta badak: parágrafu 2-3 mak natoon ona

hakerek karta foun ho informasaun espesífiku ba vaga serbisu ida-idak

sempre verifika fali ortografia, gramátika, no formatu – hodi verifika didi'ak no hadi'a sala sira, ita halo impresaun di'ak



Ita bele hetan informasaun liután kona-ba PEV nia Servisus Apoiu ba Empregu iha pev.gov.au

Iha ami-nia sítiu internét ita bele buka-hetan rekursu seluk tan, inklui follu faktu sira no matadalan atu kria resume (resume templates). Ita mós bele tau naran ba Sesaun Informasaun kona-ba Empregu sira hodi aprende buat seluk tan kona-ba buka-hetan serbisu iha Austrália.

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

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.

TEXT TO COPY

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]
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