

# SECTIONS OF A RESUME

## 5. QUALIFICATIONS



### Highest on top

Highest qualification goes first followed by most recent.



### Certificates

Include certificates such as:

- Working with Children Check
- Responsible Service of Alcohol
- Driver's License
- White Card



### Expected date of completion

Include certificates you are working to get and when you expect to have them.



### Awards

Include any awards you received when studying.



### Year of graduation

You need not include your year of graduation



### Why not?

The abovementioned might play into someone's unconscious bias about how experienced/inexperienced they think you might be for a role.



### With Tertiary Education

#### Bachelor of Visual Arts

RMIT Melbourne    Current - 2024

- Smith Award for Best Visual Storytelling (2023)



### No Tertiary Education

#### Certificate II in Hospitality

VFA    VIC

#### VIC High School Certificate

Albion Park High School    VIC

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