

Writing a Resume

How should I set it out?

Having a well-structured and well-presented resume provides you with the opportunity to promote your qualifications, skills and experience in a way that captures our attention and sets you apart from the other candidates.

On the first page you should ensure that the following all feature:

- Personal details
- Education & training
- Consider adding a career summary if you have extensive experience and a list of skills also helps to summarise your fit for the role.

A resume usually sets out information in reverse order. Your most recent experience should be the first one you list. Include title, date and a short outline of function & duty as well as your performance to KPIs and any achievements in the role.

If you have any gaps in your employment, it is wise to make sure they are explained.

The way you format your resume is your personal choice; however consistent font and bullets and minimal use of colours is usually recommended. Try to ensure the important information is visually easy to select for the interviewer; perhaps have someone look over your resume for you and provide feedback.

How long should it be?

The resume should be a snapshot of your experience, not an exhaustive list. Try to limit it to 3 pages.

Do I need to change it every time?

A tailored resume is more successful than a generic one in most cases. This could mean changing the focus or highlighting certain skills and achievements over others. It does not have to be a complete re-write.

To submit your resume

Make sure you have proofread your resume for spelling errors and formatting before you submit it. Submit your application via the vacancy list; either against a specific vacancy or follow the prompts for "can't see the role you want?" and submit a general application; follow the instructions to complete the application form and attach your resume as directed.

Once the advertising closes for that position, all applications will be sent to the hiring manager for review and selections for interview will be made. You will be informed about the outcome at that stage: if you are not selected for interview, you will be notified of the decision.



Interview tips

This is your opportunity to shine and show us why we want to recruit you as part of our team. Selection at Bupa Australia is based on the definition of the job requirements and the demands of the role. Our position descriptions outline both the technical skills, knowledge and experience required as well as the behaviours and motivations that we believe are essential for success in the role. We select individuals for interview based on their perceived fit to the skills profile of the role. Our interview guides are built around the position description to ensure that we have as much opportunity as possible to explore your motivators/ preferences, abilities and behaviours in relation to the requirement of the role.

What to expect:

You will almost always be interviewed by two people; this is to ensure that we are able to capture as much information as possible and to ensure a consistent decision making process.

Most interviews last around an hour, but may be anything from 45 to 90 mins; so please allow an appropriate gap in your schedule; your Bupa Recruitment contact will advise you.

Feel comfortable to seek clarification at any stage during an interview; the process is designed to help you to best showcase your fit to the role, not to trip you up.

A typical interview will include questions around your motivation and fit for the role, such as:

- Tell us about yourself. What are your strengths & weaknesses?
- What do you know about the role & why are you applying for it?
- What are your future aspirations?
- What have you enjoyed most/least in your current / previous role?
- What kinds of management style do you prefer and why?
- What is the thing you are most proud of in your career?

It will also include behavioural questions. Behavioural questions are designed to focus on actual examples where you exhibited a certain behaviour that is considered important for success in the role. These tend to be outlined in the position description. Behavioural questions typically start with "give me an example" or "describe a time when".

Behavioural questions are based on the premise that "past behaviour predicts future performance" so an interviewer will try to identify your past behaviours through this questioning technique. A simple and memorable way to manage an effective response is "SAR" - explain the Situation you were in, the Action that you took and the Result of your actions.

How to prepare:

- Familiarise yourself with the position description.
- Practice your response to "tell me about yourself" or "tell me about your career so far"
- Familiarise yourself with the accomplishments you have highlighted on your resume. There is a reasonable chance you will be asked about them, and they form an excellent library from which to select your answers behavioural questions.
- Prepare your own questions for the interviewers; you will be given time at the end of the interview for this.
- Bring a note pad to the interview, either to bring or takes notes for the interview
- Take a copy of your resume in case you want to refer to it.

Once the hiring manager has conducted all their interviews, you will receive constructive feedback regarding the outcome.

