

# General CV/Resume

## Structure: Physiotherapy in Australia

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TALENT BEYOND  
—BOUNDARIES—

# What should you include in your CV?

## (Australia-physios specific)

### Contact information:

- Name, email address, phone number, and country of residence

### Personal summary:

- The top of your CV is important because it is the first thing a recruiter or hiring manager will see upon opening it. This part can help show employers that you are right for the job.
- The personal summary is a brief description about yourself, how many years of experience you have, your career goals, ambitions, etc. Make sure to use information that you discuss in your CV, and edit each personal summary for the position you are applying to.
- Break up your personal summary into 3-4 sentences. The summary should be between 50-200 words.
  - Who you are: use examples from your current position,
    - Example: *As a physiotherapist, I have worked in various hospitals and clinics throughout Afghanistan to provide quality therapy to patients recovering from surgeries.*
  - Your achievements and value: include points that show you're the right person for the job.
    - Ex: *I have experience helping post-op patients in recovery and have the patience to support and encourage my patients to stay committed. As a result, I have seen significant progress in my patients and an improvement in their quality of life.*
  - Your career goals: a short summary of why you are applying:
    - Ex: *I am looking for a position as a physiotherapist assistant where I can continue to develop my skill set and support those in need.*

### Education:

- Start with your most recent degree, list out the university and then your focus and graduation date.
- This section should include:
  - Degree, major, awarding body, year obtained (please mention all studies, even incomplete ones)
    - Ex: *Herat University, Herat, Afghanistan* *May 2020*  
*Bachelors of Science in Biology*
  
    - Kabul University, Kabul, Afghanistan* *May 2015*  
*Diploma in Physiotherapy*

### Work experience:

- Start with the most recent experience at the top (i.e. 2020 - present, then 2016 - 2020)
- This is a good place to highlight your *soft skills*, or strengths and characteristics you have that make you stand out to employers (good communication skills, leadership skills, teamwork, critical thinking, work hard under pressure, good listener, problem-solver, etc.)
- This section should be structured in the following way:

- Job Title, Company name, Location, Start & End date (month and year)
  - Ex: *Physiotherapist, Sana Medical Complex, Kabul, Afghanistan, May 2020 - May 2021*
- Add the tasks and job responsibilities you are in charge of, and include detail. Underneath the heading, include 2-3 bullet points that describe your job and achievements. ([See here for job description examples](#))
  - Use words that are mentioned in the job description of the job you are applying for. Write in past tense.
  - No job experience is irrelevant or unimportant, please add all work history, paid or unpaid, full or part-time!
  - Example:
    - Helped manage the administration and scheduling of appointments. Scheduled weekly meetings with the team.
      - *This example shows leadership skills and organizational skills*
    - Collected and analyzed patient histories to determine proper treatment.
      - *This is an example of critical thinking.*

**Additional skills:** List in bullet points

- Employers look for skills that are relevant to the job
- *Technical skills:* Mention your technical strengths and skills, with focus on your specific area of work
  - Example: occupational injuries, sports injuries, geriatric/aging patients
- Training Courses and Certifications (same rules apply)
  - Example: Certificates in First Aid Training, Emergency situations, Afghan Red Crescent Society

**Accomplishments (optional):**

- You can add some of your accomplishments in the work experience or education sections
- What are some things you are proud of that you have accomplished in your work? This can be a technical accomplishment, soft skills accomplishment, or a specific challenge you solved
- Example: you led an entire team successfully, or solved a problem between coworkers, or you responded to a crisis and used your first-aid training

**Languages:**

- Add the languages you know and the level of proficiency
  - Example: Dari (Fluent), Farsi (Beginner), Pashto (Intermediate)

**Interests & Hobbies (optional):**

- If you want to include this, click on the link above for more info.
- Keep these points short and in bullet point format.
- Including interests and hobbies can be useful to show skills like dedication. Example:
  - Played rubab for 10 years
  - Good at planning tourist trips for visitors
  - Photography
  - Art and drawing
  - Graphic design

**References:** You can add all relevant references to your work experience, names, position, and contact information - if available

**Other Tips:**

- *Clarity, Organization and Consistency:* use clear language and be consistent with the organization.
- Be consistent in terms of formatting (e.g same font and size, using 10 or 12 size font is advised)
- Use important words mentioned in the job description to highlight relevant skills.
- CVs usually require editing and revising. You should always review your resume to make sure it's up to date and as good as possible.
- Export your files to PDF format before you send it.

**Do not:**

- Do not add your birthdate or any other personal information like nationality and marital status, etc. Keep it simple with only your name and contact information.
- Do not copy-paste information from the internet. You can take some examples from the internet, however, you should never copy-paste any written content into your resume.
- Do not include false information.
  
- Australia specific tips:
  - Include personality and DO NOT include your photo, age, gender or religion.
  - Achievement-oriented resumes: highlight your strengths and values
  - Australian resumes can be longer, past the two page limit.
  - Should include:
    - Presentation and Contact
    - Introduction/Personal Summary
    - Professional/Work Experience
    - Education and Training
    - Skills
    - Hobbies and Interests
    - References (if applicable)

*Additional resources:*

CV Personal Summary: <https://www.topcv.com/career-advice/personal-statement-for-cv>

Templates from the University of Texas:

<https://cns.utexas.edu/career-services/students/resume-cover-letter#purpose-3>

[https://docs.google.com/document/d/1VXAwxVfKcn6\\_Biysh1NsmjhZ0Zm1\\_iVjxvF3Ufe8SjE/edit](https://docs.google.com/document/d/1VXAwxVfKcn6_Biysh1NsmjhZ0Zm1_iVjxvF3Ufe8SjE/edit)

[https://ugs.utexas.edu/sites/default/files/documents/pdf/resume\\_1.pdf](https://ugs.utexas.edu/sites/default/files/documents/pdf/resume_1.pdf)

Templates and Samples from the University of Texas:

<https://career.berkeley.edu/Tools/ResumeSamples>

[Examples of CV job descriptions](#)

Sample CV templates [1](#), [2](#), [3](#), [4](#), [5](#), [6](#)