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Your Checklist

At **Consultus2** we aim to provide you with the best possible products to help you get that job.

If we are preparing a résumé or job application for you we really need some or all of the items in the checklist below.

The more you can give us, the better the outcome.

You can bring these things to your initial consultation or email them to us.

- Current résumé or CV
- Previous job applications
- Current job description, duty statement or similar
- Previous job descriptions, duty statements or similar
- Examples of things you've:
achieved/produced/created/managed/written/designed, etc.
- Intended job details, including: selection criteria, job description,
job advertisement and any specific instructions to applicants
- Background information to the organisation advertising the job, e.g.
an annual report, brochure, etc.
- Previous references/written testimonials/nice emails about your
performance.