

## RESUME TIPS

The first and perhaps the most vital step in preparing yourself for a successful job search is to create a powerful resume that will open doors and generate interviews. Research shows recruiters spend approximately only 30 seconds screening each individual application so **content and layout are crucial** to your success.

Your aim is to produce a Resume that employers want to spend time reading and not just flick through. In 30 seconds, your cover letter and Resume need to convey an image of who you are, what you're capable of, and how you've used your abilities to achieve specific results. Ideally, it indicates that you know yourself well and have a firm grasp on what you bring to the table.

### The Basics

It is critical you **research** the role and company as much as possible prior to sending your Resume.

Read the **requirements** of the position (you may need to read between the lines of the advertisement), i.e. what and how much experience is asked for, what qualifications are required, what work skills do you need to be able to demonstrate. Make sure your Resume **covers all these areas** and use your cover letter to direct the Hiring Manager to where to find this in your Resume.

Your Resume isn't just a short-term investment - you need to know what your next role needs to be to meet your long-term career goals and tailor your Resume to fit this profile accordingly.

**Always remain focused** on what you want to achieve in the long-term and strengthen your Resume wherever possible to help you reach this goal.

### Selling Your Key Skills/Competencies

- Remember to **sell yourself** through your **key achievements and successes**, rather than simply listing your responsibilities.
- By demonstrating how you can add value to the department and wider company you will gain the attention of a potential employer.
- Similarly, talk about what you were personally responsible for rather than talking broadly about what your team may have delivered.

### Formatting Your Resume

- Ideally your Resume should fit on **three A4 pages**; this means you will need to be succinct and selective with the information you include – **less is more**.
- Imagine your **front page is the only page** that the hiring manager sees. Put your most important information here – if it matches what they are looking for they will move on to read the next pages.

### Use of Language

- Once you've organised your Resume content into a structured framework, review and revise your language and grammar so that it follows Resume writing conventions.
- By using the correct language your Resume will have more impact and will help ensure the reader understands what you are trying to communicate as quickly as possible.
- Don't use the third person; promoting yourself demonstrates how well you know yourself and your style of communication.

### Word Power

- Use **positive words** to describe yourself and your achievements.
- Use language that you feel comfortable with
- Keep your **sentences short and simple** - complex and overlong sentences can distract from the point; there's also a danger that the recruiter or hiring manager reading your Resume will lose interest.
- **Keep it professional** – don't use colloquialisms, slang or swear words

### Be Consistent with your Tenses

- Don't switch back and forth between tenses

- Use the present tense to talk about your current job
- Use the past tense for previous roles.

### Technical Jargon and Industry Acronyms

- Ensure you use **relevant industry terminology** – this will help your Resume to be picked up by recruiters and hiring managers when they run keyword searches.
- Be mindful, though, that **overstuffing** your Resume with technical language could be perceived as pretentious, and result in confusion rather than clarity.
- If, however, you are applying for a role not directly in line with your previous experience re-read and edit your past positions so that someone not familiar with those industries or terminology will still be able to understand how your experience may benefit their vacancy.

### Avoid Common Resume Mistakes

- **Don't just list** the jobs you've had, always include a short and precise description about your key responsibilities and achievements.
- Keep your **early position details brief** if those jobs are no longer relevant to your current career. Only list dates, company and job title.
- Keep your Resume **professional** at all times. Personal details about your religion, parents and siblings or even details of your primary school must not be a part of your Resume.
- Do not include information on **courses that are not related** to the position you're applying for.
- **Avoid exaggerating** your skills. Lying about your abilities may cause an unpleasant situation in your interview where you will be probed further.
- Don't just rely on the spell check; instead ask a friend or family member to **proof read** your Resume for you.
- Don't leave **unexplained gaps** in your Resume; always explain the gaps and be prepared for further questions regarding the reasons.
- Focus on **accomplishments** rather than the plain responsibilities your jobs included.
- **Avoid difficult-to-read fonts** and keep your layout clear.
- If you feel the need for a contents page then your Resume needs condensing!

### RESUME CHECK LIST

Before you send out or upload your Resume take a step back and run through our quick checklist. Remember your Resume is one of your most valuable tools for opening doors and securing that all-important interview, so make sure it's perfect before you release it to prospective employers.

1. Does my first page give the recruiter or potential employer a reason to read more?
2. Are my personal details up-to-date and easily visible?
3. Is it easy to read and well structured?
4. Do my most important skills and experience stand out?
5. Is the spelling and grammar correct?
6. Is my tone of voice appropriate?
7. Have I given a brief summary of the responsibilities and achievements for each of my previous roles?
8. Is the Resume tailored to the job I am applying for?
9. Is there any irrelevant info? If yes, remove it – less is more!
10. Would I want to read it?
11. Have I included relevant keywords so employers and recruiters can find my Resume?