

Resume writing tips

- ❖ Ensure your resume addresses the criteria contained in the advertisement (covering email note preferred rather than a separate letter unless the advertisement requests a covering letter).
- ❖ Tailor your resume to each position you apply for. Do not use acronyms or jargon.
- ❖ In our information overloaded society, make sure you keep your CV short, clear and concise (no more than 5 pages). Your resume will be one of many submitted, so don't make it a chore to read. Make it snappy and interesting.
- ❖ Keep the formatting simple – use standard software, consistent fonts and text sizes.
- ❖ List achievements that show a benefit to the employer. Include experience or initiatives that differentiate you and are relevant to the position.
- ❖ State most recent/current employment first, ensuring that a brief description of the nature of the business is stated.
- ❖ Rather than name every professional development course undertaken, list only the courses that are directly relevant to the job. A total number of courses completed over a certain period of time can be stated which indicates an interest in on-going professional development.
- ❖ Ensure contact and personal details are stated on page one of your resume, i.e., home street address preferred rather than a PO Box plus mobile and/or home phone numbers.
- ❖ Have someone check spelling, grammar, punctuation, logic and page breaks. It is not recommended that documents contain very small text, extended margins and a couple of lines of text on one page.
- ❖ Keep a copy of your application and the advertisement for reference.
- ❖ Carefully follow the instructions for submitting an application and ensure that the subject identifies the position you are applying for.

Preferred resume format

❖ Name, preferred home postal address + phone number/s

A few lines/snappy response to what you wish to achieve in your next role/home in on what you can offer the role addressing the advertisement you are applying for.

❖ Education/Qualifications

❖ Professional Memberships

❖ Other Memberships

❖ Professional Experience

Company

Position

2000 – current

A brief outline describing the nature/business of the organisation.

A succinct description of the position, including number of reports/budgets etc.

Responsibilities

Achievements

Company

Position

1994 – 2000

A brief outline describing the nature/business of the organisation.

A succinct description of the position, including number of reports/budgets etc.

Responsibilities

Achievements