

Resume Tips

Your resumé will probably be the first impression that a prospective employer has of you. You only get one chance to make a first impression, so make it a good one!

Make sure that it is in point form, as this is easier to read, remember that the employer will be scanning it for specific skills and experience.

Spend some proof reading it to ensure that it is accurate, check for spelling and grammatical errors. If possible, ask someone you trust to proof read it for you.

These guidelines are to assist you to write your resumé - The relevant sections to include are:

Personal Details:

- Name and contact details
- Education and qualifications (include where and when)
- Further industry or training courses (include where and when)
- Memberships/Associations (and if they are current)
- Hobbies/Interests
- Any other Languages

Skills:

- List your relevant skills In point form, if you have any test results, list them and the results here
- Employment History
- Start and Finish dates
- Name of employer' (Location and a brief description of the industry and background to the company)
- Position Title (add division or department that you worked in).
- The position of the person you reported to
- Responsibilities - This should be in point form and should cover the duties and purpose of your previous position
- A list of your achievements. This will show how you can add value to you future employer (Include any specific projects, positive reviews, promotions, awards, bonuses etc)

Referees:

Include a list of three referees (ideally recent work-related referees who were in a more senior role than yourself). Include their name, which company you worked for with them, their position, and their current telephone number. It is always a good idea to ask permission of your referees in advance.