Resume Tips

Your resume 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 and remember that the employer will be scanning it for specific skills and experience. Spend some time proof reading it to ensure that it is accurate and 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 resume.

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 and interests
- Any other languages spoken

Skills

- List your relevant skills in point form
- If you have any test results, list them and the results

Employment History

- Start and finish dates
- Name of employers (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 that you reported to
- Responsibilities (This should be 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 your 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 from your referees in advance.