# Top Tips for resume writing

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## 1 Tailor your resume for the job you are applying for

Although this takes time, you should make some changes to your resume for each job you apply for. This means looking at the skills and competencies that are being sought in the job advert and ensuring these are highlighted throughout your resume.

## 2 Outline measurable achievements, not just duties

Too many resumes read like a job description. Ensure when you are outlining your experiences you clearly state the measurable achievements and contribution you've made, ideally with some statistics. Stating revenue generated or costs saved is a particularly good way to make sure you stand out.

## 3 Put the detail into your most recent roles and summarise those sections that are older

Too often as we progress through our career we just add the latest job on as a new section, making our resume longer and longer over time. Provide the detail in your last three roles and a high-level overview for any jobs you did before that.

## 4 Place segments according to priority

When you are earlier in your career, your education will be more important than your work experience, but as you progress there comes a point when your education needs to move to the bottom of the resume. Have a think about what is likely to be most important to the person reading your resume and organise your segments accordingly.

## 5 Proof read, proof read, proof read

Poor grammar and spelling are not a positive start. We often read what we think we have written instead of what we have actually written, so ensure that you also get someone else with an eye for detail to also proof read your resume.

We wish you luck with your job search!                    **www.beaumontpeople.com.au**