Fuse Recruitment

Guide to Submitting Job Application

Cover Letter

- Ensure cover letter is brief and kept to one page
- Content includes:
    - Brief introductory paragraph covering position applying for details
    - Second paragraph covering key criteria and your skills match
    - Third paragraph summarising why you are the best person for job and ending with an action either that you will follow up or request a reply.

Resume

- Length of resume to be between 1-3 pages
- Use keywords - when screening multiple Resume, recruiters rely a lot on key words
- Resume is to be detailed, yet concise and tailored to the position description
- Ensure all relevant information is provided, including contact details, qualification and certifications, a precise work history, description of tasks and responsibilities and clear timeline (including the month and year started and left the company)
- Highlight key achievements
- Use clear statements and accurate dates
- Reverse chronological order (latest first)
- Use word document format as opposed to any other format – it's easier for recruiters to format Resume later on should they decide to submit the candidate to a client
- Ensure resume is clear, clean and simple, looks professional and is easy to read. Aoid too much colour, pictures, images eg. A resume with cursive pink writing and flowers is not necessarily appealing to a recruiter, nor does it look professional
- Use Calibri, Arial or Verdana font – any modern sans type fonts (Times New Roman is old fashioned and hard to read)
- Include a brief 10 line profile summary of their experience to date. This allows the reader to understand what the person has done in his/her career
- Other details to add on the first page are Education / Qualifications and hobbies if they have enough space, this will also build a sense of connection with the reader. Leave Work History for the 2nd page and references to last page of their document
- Avoid adding photographs on resume (unless it is for modelling or creative performance industries)
- Employers want to see a little spice in a Resume, they trawl through so many RESUME's per day it would be great to see some personality come through. After all it is the first stage of the selection process before they win an interview. This can be done by having a brief personal statement on the cover page of their resume detailing their personal attributes (only 2-3 lines).
- Have a PDF of your resume that you can easily attach to job applications.

Post Application

- After you have submitted your application, it is useful to wait a day or two then follow up with a phone call to the recruiter to ensure the application has been received. This is also a good opportunity to ask the recruiter for a more detailed description of the role, as well as highlight your relevant experience and demonstrate your communications skills. Most, if not all, jobs will always want candidates with good written and verbal communication skills.