

Writing A Winning Résumé

Creating an effective résumé is a critical first step in your job search and will allow you to reflect upon your experience and carefully consider what you would like to be doing in your next role.

Your résumé is your calling card and its purpose is to get you an interview. Prior to any conversation or face-to-face meeting, your Recruitment Partner only has your use résumé available to assess your suitability for a particular role - so you should highlight any skills and experience that make you a good match. Your audience should be very clear about the responsibilities you have had, any career progression, achievements, qualifications and the amount of time spent in each role.

Below are some other DOs and DON'Ts to guide you.

| DOs | DON'Ts |
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| <ul style="list-style-type: none"> • Provide honest and accurate information. This is a golden rule of recruitment and in a small market, your reputation often precedes you • Include your contact details - mobile number and email address • List your most recent role first as well as the company names, job titles and dates including the months and years. • Include relevant qualifications along with completion year. • List your responsibilities in order of relevance to the role you have applied for. • Use bullet points to describe each task you were responsible for. • State whether you were responsible for a task or assisted with it. • Split each of your roles in to two subheadings: Responsibilities and Achievements. • Include referee contact details from current or previous superiors/managers. • Proofread! Check presentation, spelling, grammar and employment dates. Inaccurate information and poor presentation can sabotage even the most capable candidate. • Illustrate any work related achievements with an example. "My team increased their rate of productivity by 30%" is much more impressive than "I am an excellent Team Leader." | <ul style="list-style-type: none"> • Exaggerate your responsibilities • Make your CV too long • Use numerous fonts throughout the resume • Use graphs, tables or pictures of any kind • Include irrelevant achievements. Eg First Place Trivia Night 2012 • Include written references – recruiters will want to speak to your referees • List false referees. You should only include superiors - not peers, friends or family. • Leave unexplained gaps in timelines. If you were travelling for an extended period or taking parental leave, make a note of the time period and why. • Use clichés. Your Recruiter will be reading thousands of resumes a year so you won't be the first person to describe yourself as a "driven team player with excellent communication skills". • Refer to yourself in the third person, use "I" instead. |