

Craft a killer IT résumé



basics

Correct spelling
Good grammar
Organised / consistent layout



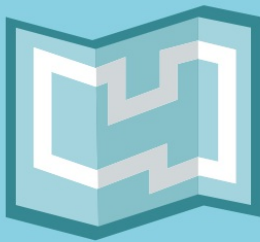
formatting

No fancy formatting / complicated tables
Keep it simple
Avoid images / logos



length

IT experts = lots of skills / proficiencies
Include what is relevant
6 to 7 pages is too long!



layout

Name, contact number (mobile is best), Email - professional sounding
Summary - major skills / strengths & qualities
Education and training
Work experience - include major achievements
Membership of professional associations
Technologies - include proficiency
No references required



detail

IT roles are complex and hiring managers need detail
Don't leave skills out



repetition

Demonstrates depth of experience
Keywords can be searched and ranked so you could get to the top of the pile



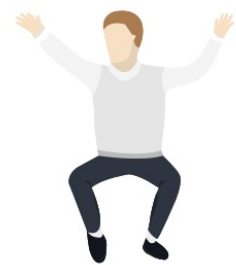
target

IT experts often have two résumés
2 distinct skill sets demand a separate résumé
Consider a master résumé



go, go, go

Keep a keen eye on current job opportunities
Attach your résumé to each job application
Register your résumé on company / recruiter websites
Network on social media and face to face AND follow up with your new résumé if appropriate



success

Your hard work pays off
You receive an invitation for a job interview
Now you must ensure you are ready to ACE it!

brought to you by :