



## DO YOU NEED A JOB?

### Resume tips

When thinking about your next career move, a good place to start is your resume. Preparing your resume can be a daunting task and often one we do when it's necessary, so getting started can be a challenge.

#### Here are some ways to help you make a start:

- ✓ Look at the company and the roles you are thinking about applying for;
- ✓ Review the position description for your current role;
- ✓ Reflect on your work history;
- ✓ Write down key achievements;
- ✓ What skills you have developed;
- ✓ Think back to past performance reviews that may provide key information; and,
- ✓ Think about how you can link your work history to the role you are seeking.

#### Writing your resume:

Your resume is often the first contact recruiters and employers have with you, so it is important to set yourself apart from others that will be vying for the same role. The organisation advertising the role or the interviewer is more likely to remember you if you are different so go the extra mile and show why you're special.

First impressions do count!

As you change roles, achieve targets, receive customer compliments, complete education and development activities, add these to your resume and next time you need it, it won't be such a big task to bring it up to date. You have all the knowledge about the subject for your resume – YOU – so give it a go.

#### The following basic tips will help:

- ✓ Keep your layout neat and simple.
  - ✓ Be honest.
  - ✓ Use headings and dot points.
  - ✓ Spelling and grammar are very important.
  - ✓ Do not use jargon and abbreviations.
  - ✓ Show your employment history.
  - ✓ Your resume should be no longer than three pages.
  - ✓ Use clear, easy to read legible fonts, ensuring the text is easy to read.
  - ✓ Demonstrate to employers how you add value to their business.
  - ✓ Use similar language as used in the job advertisement or position description in your resume.
- Remember, your resume is a sales tool to get you an interview.

Take time in creating something you are proud of and that gives the employer an understanding of you. Once you have your resume updated, keep it current.

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## WE CAN HELP.

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