

PROFESSIONAL RESUME

Your resume is a critical component of your application. Our quick tips for a quality resume include:

- ✓ Make sure your resume is descriptive and informative. You don't want the panel guessing or assuming.
- ✓ Place your critical information such as work history, education and/or qualifications at the start.
- ✓ Select four to six key skills and provide descriptive evidence rather than dozens of simple dot points.
- ✓ Choose an appropriate template that provides a strong framework for both content and presentation.
- ✓ Triple check your spelling and grammar. This seems basic, but it is often overlooked.

About the Resume

In most circumstances, your resume will be where you make your first impression. The resume will introduce the panel to your skills, work history, education and other relevant information. A good resume is generally two to four pages long and does not contain long paragraphs of text or onerous dot points. It serves as an overview of your professional career, skills and education.

It is important to be descriptive in your resume. Ensure the information contained is relevant to the position you are targeting.

Keep in mind that in a competitive job market, vacancies are likely to attract a large number of applicants. Therefore, a strong resume should leave a favourable impression on the panel; be informative, engaging and supported by evidence.



BE DESCRIPTIVE



When describing your experience, don't just consider what you did, but consider how and why. For example, rather than "Processing payroll", write "Completed weekly payroll functions, accounting for individual base wages, leave, entitlements and superannuation requirements, ensuring staff were paid accurately and on-time".

CRITICAL INFORMATION



Recent research published by AHRI stated that "the average resume has 5-7 seconds to make an impression". Amongst potentially 100s of applications, place your critical information such as experience, education/qualifications and certifications prominently. This information will encourage an employer to read more.

SPELLING & GRAMMAR



This seems obvious, but it is one of the most common errors applicants make. Use spell check, read over your resume yourself or have a colleague read it to make sure errors are rectified. Not only is your resume a synopsis of your skills, experience and abilities, but it will be used as an example of your writing and attention to detail.

RESUME TEMPLATE



A quality template helps to make your application stand out, but a carefully selected template will also provide a suitable framework to write your resume, particularly the type of information to include and when. While some colour can be good, avoid templates with large sections of solid colour. Be aware of your target audience.