

CV / Resume Guide



Your resume is a tool to sell yourself to future employers so make sure it tells a good story. When recruiters present a short-list of candidates, they write a summary on each candidate, then attach their resume. Use this guide to make it easy for future employers to select you for interview.

I recommend you keep your resume brief, no more than four pages

- ## 1 Start from scratch

 - A common error is to just add your last role to your old resume.
 - This can lead to a long-winded resume with irrelevant information.
 - Tailor your resume for each role and only include information that fits the job description.
 - Find and use the keywords in the position description. Using keywords increases your chance of getting to the interview stage.
 - If you've had 12 plus years of experience then summarise or leave out your junior roles. You probably only need to expand on your experience for the previous two roles. You don't want to detract from the position you are seeking now.
- ## 2 Review your career objective or profile

 - This is your elevator pitch (a punchy summary on why you're the best candidate for the role).
 - Make sure it's a good pitch for the job you're applying for? If not, tailor it.
 - Keep it short – 2-3 sentences.
 - Use as many keywords as possible in your profile.
- ## 3 Education

 - Is it up-to-date?
 - Is it relevant? For example, if you did a first-aid course 10 years ago, does that help you get the job? If not, take it out.
 - If you have formal qualifications, list them first, then list your skills-based training separately.
 - It is useful to float to the top of your list the qualifications most use for the role even if they were not the most recent qualifications you completed.
- ## 4 Key Skills

 - Overall, does your resume demonstrate you have the key skills itemised in the job description?
 - Keep this section short as it is optional.

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Career History

- List job title & date.
- Responsibilities – list your reporting lines, big picture context of the role, your objectives.
- Key achievements – outline how you achieved your objectives. Be specific and use numbers where possible eg. “My sales campaign generated \$50,000 in revenue” or “I reduced call wait times by 10%” or “Our team’s customer satisfaction rating increased from 75% to 90% as a result of this project” etc.
- Historic roles – if the role was a long time ago and won’t help you get the job you are applying for, just list the title and dates. If you’re a mature worker, don’t bother listing the weekend job you did at high school (unless it’s directly relevant).

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Volunteer Work

- List recent volunteer work (if you have it). Nowadays, volunteer work is seen as very big plus by employers because it demonstrates your values.

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Personal interests

- This is optional however, it can add personality to your resume and be a good conversation starter at the interview.

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Contact details

- This most important information you can provide!
- Make sure the email address you provide looks professional eg. avoid shazzyndazzy@hotmail.com but rather sharon.jones@gmail.com
- These days, it’s a good idea to include your LinkedIn profile eg. linkedin.com/in/sharonjones
- If you’re applying for a role overseas, make sure you include the area code in your mobile eg. +61 (0)400 000 000 or +61 400 000 000.

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Referees

- You don’t need to include these in your resume, you can provide them at the interview.
- Make sure your referees have a copy of your CV.
- Make sure you speak with your referees and they know the following:
 - ✔ the job you applying for,
 - ✔ the key selection criteria for the role, and **most importantly,**
 - ✔ the strengths, skills and successes you want them to highlight.