

Resume Tips

Your resume is the marketing material for your job application. To be successful it will be specific to the job requirements, be a clear record of your employment history, demonstrate the level of your responsibilities and highlight your achievements.

Research the role and company as much as possible prior to sending your CV. If the position is advertised through an agency then find out as much as you can i.e. industry or level of the role and make sure you know the market and the requirements of the role by talking to people in the industry and through internet research. Read the requirements of the position (you may need to read between the lines), i.e. what and how much experience is asked for, what qualifications are required, what work skills do you need to be able to demonstrate. Make sure your CV covers all these areas and use your cover letter to direct the Hiring Manager where to find this in your CV.

Imagine your front page is the only page that the hiring manager sees. Put your most important information here – if it matches what they are looking for they will move on to read the next pages.

e.g.

First page:	Name Contact details Career objective Qualifications (if relevant for the position) Most recent position
Middle pages:	Chronological Employment history (most recent first) listing key responsibilities and achievements (be specific).
Last page:	Additional Training Publications Personal information (if applicable)

If you have an extensive career history, start to condense those jobs that are no longer relevant – you can still include them but just list employment dates, company name and job title.

Similarly if you held part time jobs while studying or non career roles while overseas – keep these brief.

Pre-empt any doubts in the Hiring Manager's mind by providing professional, succinct explanations for any large gaps between jobs, or reasons for short tenure in roles e.g. fixed term contracts.

Avoid difficult-to-read fonts, keep your layout clear. If you feel the need for a contents page then this is a warning that your CV needs condensing!

Cover letter

Your CV should answer most of the questions the Hiring Manager needs to know to determine whether you make the shortlist for the role. However you may find a cover letter useful if your background does not specifically meet all their requirements at first glance. You can use the cover letter to identify situations where you demonstrated the skills asked for in the role, e.g. you may have outside interests, done voluntary work, or been involved in projects outside your standard job description.

Read the advertisement carefully, sometimes you will be specifically asked to include a cover letter or to provide certain information. Not doing this can mean you will automatically be overlooked for the position.

Keep your letter brief and avoid duplicating what is in your CV. On reading your cover letter, the Hiring Manager should be assured that you have the skills they have asked for and want to open your resume to find out more. However it is best to avoid telling the Hiring Manager that you are perfect for the role as they have more information than you to make this decision. Instead align how your experience demonstrates what was asked for in the advertisement.

If you are applying from outside of the city/country, where the job is located, it is important that you provide the reasons why you are looking to relocate and provide a guide as to when you will be in the area or country and available for interviews.

If you are not a Citizen of the country it will serve you well to provide your current work status for that country, i.e. Permanent Resident, Open Work Visa, Holiday Visa etc, not providing this information will raise questions regarding your suitability, as this can lengthen the process beyond the client's timeframe.