

RESUME TIPS

Here's a checklist of do's and don'ts to get you started on your resume:

DO

- Be clear and concise
- Produce a summary
- Use good grammar and correct spelling
- Produce an "easy to read" resumé
- Show your results (achievements)
- Fill in any time gaps (e.g. overseas travel, studying)
- Tailor your resumé to the job by researching the position
- Get someone to proofread your resumé

DON'T

- Be verbose or vague
- Miss out dates
- Be too flashy with production, just maintain a professional look
- Use a style inappropriate to the job area
- Lie or embellish

KEY INGREDIENTS

These areas are given as a guide only. There are many books, websites and companies that provide advice on resumé's. If you are looking specifically for a medical or pharmaceutical position we will assist you with preparing and tailoring your resumé accordingly.

Your resumé must fit the role you are seeking. because different skills and experience may be more relevant to one position than to another. (For example, if you're applying for a marketing role in the fashion industry you will need to demonstrate creative flair, while for a marketing role in a financial industry your analytical and strategic thinking may be the key.) Thorough research into the area to which you are applying is important. ([Read more about this in Career Planning](#)).

PERSONAL DETAILS

My name

Contact St
Phone 123 4567

CAREER OBJECTIVE

Just one sentence, summing up your interest in a particular role and appropriate to your current experience, will do.

KEY STRENGTHS AND SKILLS

- Include a list of bullet points containing brief statements – remember, you just need to give your key strengths.
- Employers aren't expecting you to be an expert at absolutely everything!
- These should support your Career Objective

EMPLOYMENT HISTORY

Your most recent position is listed first. You should also include any periods you were out of work (including overseas travel, study or raising family) in the employment history to give a full and logical picture.

List the dates you were employed (name of employer (company and location) and the position held. Outline your key responsibilities clearly (bullet points usually work best) followed by your measurable achievements.

Mar 2002 – Current THE BEST COMPANY

Position Product Manager

Responsibilities

- Marketing portfolio of products
- Strategic budget plan preparation
- Lots of other things I do

Achievements

- 2002 Marketer of year award
- Increase in market share by xx%

Jan 1999 - Mar 2002 THE OTHER COMPANY

Position Product Assistant

Responsibilities

- Working with product managers
- Analysing lots of things

REFEREES

Include a list of 2-3 referees who can vouch for you professionally. The best referees are former employers who can support your application in the field for which you are applying.

Include their name, title, address and phone numbers. If you have been out of touch with your referees for a while, contact them yourself first to advise that you are sending out your resume and they may be contacted by a potential employer.