How to prepare an effective Resume

Key things to remember

❖ Often hiring managers or recruiters receive high volumes of applications so make sure yours grabs their attention – in a good way!

　❖ Make sure there are no spelling or grammatical errors – review your resume later or ask someone else to read it

　❖ Don't use unusual fonts that may not upload properly

　❖ Don't use different colours or different formatting. Colours are often hard to read and look unprofessional and different formatting makes a document look inconsistent

　❖ Keep it clear, consistent and easy to read.

❖ Be honest and objective about your experience, skills and achievements

❖ Scrutinise job ads and make sure your Resume covers all areas required (but be honest!)

Format:

　❖ Keep it simple and concise but not so brief that it doesn't give any information about your work history, skills and knowledge. It shouldn't be 50 pages, but if you have 5-10 years' experience it will most likely need to be 2-3 pages

　❖ Keep it consistent – same font type and layout throughout

　❖ Try to use a common font such as Calibri, Arial or Times Roman – not all fonts are able to be uploaded to recruitment systems so use a common font to ensure it uploads correctly

Include:

　❖ First Name & Second Name – use your full names, not just initials or just one name

　❖ Contact Phone Number – mobile is best

　❖ Contact Email Address - consider smart phone access to emails when recruiters are contacting you

　❖ Objective / summary

　❖ Work History

　　　o Include for each position for at least the last 5-10 years
　　　o Duties and Achievements – use dot points to give brief details
　　　o Dates of employment – include month and year started each position and month and year ended each position (or current if still in the role)
　　　o Position title, Company name and location (e.g. Melbourne, Mumbai or Shanghai)

　❖ Qualifications

　　　o Only include completed qualifications or state if still in progress or only partially completed
　　　o Include: the name of tertiary institution where you obtained the qualification; the location of the institution (e.g. Melbourne, Mumbai or Shanghai); the qualification title and the year you obtained the qualification

- ❖ Key Skills
  - ○ Include a summary of skills that you have obtained and are relevant to the position
  - ○ Include technical skills (Microsoft Excel, Word, Outlook) and other systems you are experienced in
  - ○ Include soft skills (customer service, administration, case management, leadership)

- ❖ References
  - ○ "References available on request"

Don't Include:

- ❖ References – referee names & contact details
  - ○ Make sure recruiters and hiring managers get your approval before contacting your referees
  - ○ Some will contact them if provided, without your consent
  - ○ Make sure you confirm with your referee that they are happy to provide one and ask what they will say about you if contacted. Provide them with the job ad or brief them about the opportunity so they are prepared when called

- ❖ Details that aren't correct
  - ○ Don't add positions or skills that aren't true to cover gaps in employment or address requirements of a position you don't have

- ❖ Job titles that don't match what was/is on your Position Description (PD) / Contract
  - ○ You will quickly lose credibility if a referee is unable to confirm this position or states you had a different role

- ❖ Objective
  - ○ That you are interested in roles that don't relate to the one you are applying for now (e.g. don't say you are looking for case management positions to match your strong case management and client relationship experience if you are actually applying for an accounts payable position)

- ❖ A list of tasks / duties from your PD
  - ○ Use your own words to summarise the duties and responsibilities – this demonstrates your written communication and analytical skills
  - ○ Don't copy and paste 25 duties from your PD – think about what was most important and what is most relevant to other roles you will apply for