Resume Tips

When you haven't updated your resume in a while, it can be hard to know where to start. What experiences and accomplishments should you include for the jobs you've got your eye on?

We've compiled all the resume advice you need into one place. Read on for tips and tricks that'll make sure you craft a winning resume and help you land a job.

TELL YOUR PROFESSIONAL STORY

Keep it Simple
Use a basic but modern font, like Calibri or Arial. Make your resume easy on hiring managers' eyes by using a font size between 10 and 12 and leaving a healthy amount of white space on the page. Your main focus here should be on readability for the hiring manager.

Keep it (Reverse) Chronological
There are lots of different ways to organize the information on your resume, but reverse chronological (where your most recent experience is listed first) is still your best bet.

You have less than 30 seconds to impress an employer

Don't Put Everything on There
Your resume should not have every work experience you've ever had listed on it. Think of your resume not as a comprehensive list of your career history, but as a marketing document selling you as the perfect person for the job. For each resume you send out, you'll want to highlight only the accomplishments and skills that are most relevant to the job at hand (even if that means you don't include all of your experience).

Keep a Master List of All Jobs
Since you'll want to be swapping different information in and out depending on the job you're applying to, keep a resume master list on your computer where you keep any information you've ever included on a resume: old positions, bullet points tailored for different applications, special projects that only sometimes make sense to include. Then, when you're crafting each resume, it's just a matter of cutting and pasting relevant information together.

Ditch the Objective/Career Statement
The only occasion when an objective section makes sense is when you're making a huge career change and need to explain from the get-go why your experience doesn't match up with the position you're applying to. Consider whether a summary statement would be right for you—or just leave it out altogether to save space and focus on making the rest of your resume stellar.

Consider an Online Supplement
Want to be able to include some visual examples of your work? Instead of trying to have your resume cover everything, cover the most important details on that document, and then include a link to your personal website, portfolio or LinkedIn profile, where you can dive more into what makes you the ideal candidate.

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Design for Skimmability

You have less than 30 seconds to impress the employer! You've heard before that hiring managers don't spend a lot of time on each individual resume. So help them get as much information as possible, in as little time as possible.

Name Your File Smartly

Ready to save your resume and send it off? Save it as "Jane Smith Resume" instead of "Resume." It's one less step the hiring manager has to take.

Show—Don't Tell—Your Soft Skills

Describing soft skills on a resume often starts to sound like a list of meaningless buzzwords. Being a "strong leader" or an "effective communicator" are important characteristics you want to get across so think about how you can demonstrate these attributes in your bullet points without actually saying them.

Mix Up Your Word Use

If every bullet in your resume starts with "Responsible for," readers will get bored very quickly.

Show Some Personality

Feel free to include an "Interests" section on your resume, but only add those that are relevant to the job. Are you a guitar player with your eye on a music company? Definitely include it. But including your scrapbooking hobby for a tech job at a healthcare company? Don't even think about it.

Proof read, proof read, proof read

Before hitting the send or print button, thoroughly proofread the entire document for typos, spelling and grammar mistakes. Take your time with this. Ask someone else to proof read your resume for that second set of eyes. The Careers & Employment team are happy to proof read and provide feedback.

- Many acceptable variations – keep it simple
- Highlight skills & experience
- Be truthful and accurate
- Provide all information requested
- No spelling or grammatical errors
- Avoid coloured paper or folders
- 2-3 pages – it's a summary not an autobiography

- Personal details – name & contact details only
- Visa status (if applicable)
- Education/qualifications
- Placements or professional practice – related to education
- Employment history
- Skills
- Membership of professional associations
- Community activities, volunteering, sport or leisure activities
- Referees

Finally ......important things to remember

- Be prepared – START NOW!
- Know your skills & attributes
- Keep your CV in mind when learning new skills
- Respond to key words
- Provide real examples
- Tell your (professional) story

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