

How to write a resume

A resume is a summary of your skills, education and work experience. A good resume demonstrates how your skills and abilities match up with the requirements of a job.

Should my resume only be 2 pages?

Resumes give you the opportunity to sell yourself to a potential employer. A resume is not an exhaustive list - if it's too long it probably won't get read at all. The best resumes are usually no longer than 2 to 4 pages.

Should I change my resume every-time I change job or apply for a new job?

100%. You should change your resume with every job application so that it lists the skills and experiences you have that are most relevant to the job you're applying for. A tailored resume will be much more successful than a generic one, even though it means more preparation.

What if I don't have much experience?

While things like your academic record and work experience are typical ways to show how suited you are to a particular job, these are not the only things you should include. There are other ways to demonstrate that you are the right person for the job, including:

- Personal attributes - you're an honest worker, you enjoy being part of a team
- Showing a course or activity you started and completed. This shows you have the drive, direction and the ability to start something and finish it.
- Strengths - things you're good at or enjoy
- Experiences - volunteering or extracurricular activities
- Key responsibilities and achievements - any awards or recognition that you've received

What's the best way to layout my Resume?

A resume should be set out in a reverse order. Your most recent work experience and study details should be first on the list. Remember, the most important information is what you've most recently done not what you did several years ago.

What are all the sections of the resume?

List below is everything you need to know.....

Personal details

Full name and contact details including home address, telephone number, mobile number and email address. You can also include your linked in details but a big no to Facebook.

Education and training

A summary of your education and training history, starting with your most recent studies, making sure you include all training that's relevant to the job you're applying for.

Employment history

Start with your most recent work history and work backwards chronologically, listing the name of the employer, your job title, the dates you worked there, and your responsibilities, tasks and achievements. List in bullet points your day to day duties. Make sure you also include all your key achievements and everything that's relevant to the job.

Skills and abilities

A list of the things you're good at. These can be general skills or skills specific to a particular job

Career objective (*optional*)

Tell the employer what type of job you want to end up with; this shows that you've given thought to your future career. Make sure you don't over sell yourself but also show your long term career aspirations.

Interests (*optional*)

A list of your hobbies and interests; this gives employers more information about you and also shows other areas of your life where you've gained experiences such as teamwork and commitment.

Referees

List people who can talk about how good a worker you are. Make sure you get their permission before including them on your resume. You can also just put on the referees section 'references available upon request' as most employers will ask for your referees when the time in the process is right.