



Powerful Résumé Tips

Many managers and human resource departments receive an enormous number of resumes. Faced with a pile of paper to wade through every morning, employers look for any weakness to reduce the applicant pool to a manageable number. Studies show that regardless of how long you labour over your resume, most employers will spend just a few minutes looking at it.

Your resume must present your information quickly, clearly and in a way that makes your experience relevant to the position in question. So, edit and edit. Long, dense, boring paragraphs make information hard to find and require too much effort from the reader. If the reader is unable to figure out how your experience applies to the available position, your resume is not doing its job.

How to format your resume

- ★ Use easy to read fonts, such as Times New Roman or Arial/Helvetica. These are found almost universally on every computer system.
- ★ Bold is OK for highlighting, italics is usually OK, but definitely no underlining as this can cause scanning problems.
- ★ Do not overdo the highlighting. Emphasise only what is relevant to the position.
- ★ Bullet points are the most effective way of listing experience. Be careful what style of bullet point you use as they can be ignored when imported into databases.
- ★ Be careful of creating text boxes as they often get distorted in “translation”

Avoid common pitfalls

Nothing will kill your chances faster than poor attention to detail. Use the spell checker on your computer AND proof it yourself. Then get someone else to double-check it for you. The spell checker will not pick up a word spelt correctly but out of context.

What your resume should contain

- ★ Customise your resume for each specific position. Many job-hunters, particularly those beginning their careers, apply for many different jobs.
- ★ List your duties from prior positions in order of preference relative to the job you want the most, not the one you had. Don't include responsibilities in your resume that you don't want to do again.
- ★ Accentuate the items you want to highlight. This is particularly important in positions that you are closest to what you want to do
- ★ Place achievements within each job. Your resume should demonstrate responsibility, achievement and results.
- ★ Be prepared to discuss and show your transferable skills. you need to think about what you bring to an organisation and how you can demonstrate this ability – both in the resume and in an interview.