

# WISE job search tips



## Your Resume

Your resume is a written history, which represents and highlights who you are. It summarises your relevant educational and work experience capabilities and potential. A resume is your marketing tool, advertising key reasons that should convince employers or recruitment agencies that your skills and experience would meet their needs.

The main purpose of the resume is to create interest to the reader so that you will obtain an interview. Remember that the person reading your resume will be looking for key reasons to choose you for an interview, so ensure that you make a good impression. It is important that your resume is clear, concise and tailored to the requirements of the position, always addressing the key selection criteria of the position.

As most job seekers apply for a variety of positions you may have 2 or 3 different resumes, which highlight your capabilities in a variety of different fields. Your resume should be to the point (usually no more than 3 typed pages) and is free of spelling, grammatical and typing errors.

This is a helpful checklist for resume writing including some do's and don'ts.

### do

- Have your resume typed.
- Keep a copy on a disk for easy updating.
- Check spelling and have someone proof read your resume to check for errors or to give you an opinion.
- Print only on one side.
- Underline, capitalise, centre or bold headings to emphasise information e.g. Job titles/Employers.
- Use short statements set out in point form, as blocks of text are difficult to read quickly.
- Include relevant part-time, casual or temporary work if re-entering workforce.
- Put your name and page number on every page especially if faxing pages.

### don't

- Use brightly coloured paper or non-A4 sized paper.
- Lie about your experience, education or capabilities.
- Include any mention of salary.
- Use shading to highlight points, it faxes badly.
- Reveal information about your health, your family's health, your age or care arrangements for your children.
- Spiral bind your resume, many companies now scan resumes and binding makes it difficult.

