Top tips to create a stand out resume

1. Create a TARGETED Resume

The "all purpose" or generic resume has been replaced with the targeted resume. This is a resume that is tailor made for each application and is specific to an employment goal. Begin with a core resume (this is the information that doesn't change), then research the requirements that are specific to this role and finally customise your resume to reflect the desired requirements.

2. Watch your language!

With so many applicants applying for one role, more often than not we see software used to make the first cut. So you need to make sure you mirror the language being used in the job description, that is what the software will be programmed to pick out.

3. Keep it neat

The heading of your resume should include your name, address, phone number (the one you are EASIEST to reach on), Email address and LinkedIn profile link. Nothing more, nothing less. Don't include a photo unless requested. Use easy to read font like Tahoma, Verdana, Arial, Helvetica.

4. It's not your life history

List your professional experience going back 10 years, starting at your most recent role and provide the following information for each role;
Company name – including a brief comment on the company
Position title
Duties – start with the overall purpose statement
Achievements

5. Don't forget to include......

Computer/Technical skills
Professional memberships
Community activities (but don't go overboard!)
Personal interests (this isn't going to be a deciding factor, but helps the reader get a better understanding of who you are).

You should not include referees unless specifically asked to provide them. Instead you can say "Referees available on request" or leave it out altogether as it is assumed.

DO

- ✓ Ensure enough white space on the page so it is easy to read
- ✓ Include a header and footer with name and page numbers
- ✓ Use good quality paper for printing
- ✓ Use <u>underline</u> and **bold** sparingly
- ✓ Be honest
- ✓ Send your resume as a PDF document
- ✓ When emailing your resume, only attach 1 document. If you are including a cover letter, attach it as the first page of your resume.

DON'T

- ✗ Use more than 2 fonts
- ✗ Use multiple font colour, fancy patters or borders
- ✗ Include a cover page
- ✗ Use coloured paper, fancy folders or plastic sleeves
- ✗ Include written references