



Professional Resume Hints

ABN 79 008 555 388

Tips to help you put together the information for your Resume for that professional position you are seeking.

The first important point to remember with your resume is KEEP IT BRIEF AND TO THE POINT. You have about 10 seconds for that resume to interest the reader so put a brief overview in your covering letter and have no more than 2 to 3 pages of resume and 2 to 3 pages of selection criteria. If you have vast experience going back many years then bunch your early jobs together. Remember with Professional Resumes that the bigger the organisation you are applying to the more likely your resume will be scanned or submitted online.

To help your resume be scanned more easily do the following:

- Avoid underlines or borders and clip art.
- Use black print only on plain white paper.
- Use plain type rather than boldface or italic type.
- Avoid using tables or columns and cut and pasting them onto online applications.

Smarten your resumé with the following headings:

Main Heading – Your name. You don't need to put Resume or Curriculum Vitae. It's obvious, and you want your name remembered, so make it larger and in Bold.

Personal Details – Include your address, phone, mobile and email and fax if you have these as well. The main thing about giving contact details is that you can be contacted. If you are going to be away leave a businesslike message of when you'll be in. Make it easy for people to find you. Suggest a time when you can usually be reached.

A reference to the position you are applying for – The position name and reference number.

A key statement of your suitability – A short statement of about three lines of what your key capabilities are that suit this position.

Education – Always start with the most recent achievement and date and work backwards. At the very top put any relevant course you are currently doing and haven't yet completed. Relative units include the date, the organisation running the course and the name of the course. If you have done many courses, leave out the least relevant. Instead, you may consider making a brief statement that you have attended 'numerous courses in the areas of xy&z....'.

Work Experience – If you have been working on a voluntary industry project (such as through your university) that is relevant, then include it. Again start from the most recent and work backwards.

Employment – Employers want to see what you've done that will relate to the job they are offering. List the usual dates (starting with the most current), who employed you and what your duties were. Word these so they will appeal to your next likely employer. Describe your duty list descriptively – Computing skills in Office 2007 Word and Excel (advanced). Keep jobs that aren't relevant brief and expand on those that are relevant to the work you are seeking.

Volunteering – Employers can't help being impressed by people who have a community spirit and volunteer to assist others or are part of a team. Often this is where you'll have gained much of your experience particularly in areas like team skills, flexibility and leadership. Even your children's activities are suitable – volunteering assisting Little Nippers.

Activities/Interests – Keep the description of these fairly broad. It is good to show in this heading that you have 'balance' in your life and enjoy people.

Referees – Three is a good number. You need one or two referees who have seen your commitment to a relevant work like situation and a personal referee. Make sure they are current and available. Remember after to thank them for their support. Referees are like gold, they are so valuable.

Maxwells Services can assist you.

- Writing your resume, selection criteria and with preparing for your interview.
- Professional development coaching

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