



Resume Hints and Tips

Create a resume that is worth reading and maximises your career opportunities. The following sections should be included in your resume:

- Personal details (not your date of birth)
- Education (most recent first)
- Employment details (if applicable) – state the most recent first
- Computer skills and technical skills/qualifications (if applicable)
- References (optional)

You may also like to include:

- Career objectives
- Additional qualifications
- Professional memberships
- Interests or hobbies

Personal Details:

- Full Name
- Address
- Contact telephone numbers (including area codes)
- Email address (if applicable)

Education:

List your highest achievement first stating qualification and grade, subject, dates and educational establishment. Continue with other qualifications to senior school level.

Employment History:

Always list your employment in reverse chronological order. If you have only worked for one company, break it down showing each position held within the company or major projects dealt with. List your responsibilities and achievements; the most important first, remember to elaborate on those areas that are particularly relevant to the position you are applying to.

Make sure you include job title, name and location of organisation, type of business, and dates of employment.

Skills:

Use this section to highlight any skills or training undertaken that is relevant to the position for which you are applying. State the level of your skills where possible.

Professional Memberships:

Mention any relevant professional memberships as well as any contributions made to professional organisations.

Hobbies or extracurricular activities:

This should be brief and show your interests away from the work environment.

References:

Two references are adequate, you should include your relevant references such as current or last employer, and alternatively you could use an academic reference. **Include** the referee's name, title or position and contact telephone number(s). If your resume is becoming too long or you are concerned about privacy you may write "**References are available upon request**" instead – this is perfectly acceptable.

Points to remember:

- Always provide a tailored covering letter with your resume. This can save time on rewriting your resume each time you apply for a role as it can highlight points specifically relevant to this position.
- Keep your resume as concise as possible – the length will usually depend on how long you have been in the workforce and what types of jobs you have held, so be mindful of the reader and try not to make it too long.
- Photographs are unnecessary unless there is a specific requirement.
- Keep the type fonts simple and make the headings clear.
- Avoid excessive narrative.
- Double check for spelling mistakes and grammatical correctness – get someone else to check it also, and do not rely solely on your word processor's "*spell check*".
- Avoid self-opinion and aim to include facts and evidence.
- Space sections adequately and if possible ensure that sections don't spill over the pages when printed.
- Never ever slander a previous employer.

Remember - Your resume will decide whether or not you are selected for interview – a good document will show a prospective employer that you have taken time and effort to apply for the role.

Good luck!