



Resume Tips

A resume is your quickest and most effective way to get to the top of the list of people a recruiter or HR Manager wants to see.

Your resume should create positive anticipation about you, via your experience and achievements.

The accuracy, grammar, and layout of your resume is a crucial part of how you represent yourself.

It's essential to be honest to ensure that the positive anticipation you create in your resume is matched by the impression you make in person.

Your basic personal information

- Full name
- Phone numbers – Your personal mobile (and your work number if you can take calls privately)
- Home address
- Email address

Education details

- Tertiary qualifications first. Provide details on the year you graduated and the institution you graduated from.
- Secondary qualifications next if you graduated in the last five to ten years.
- Relevant short courses you have completed while at work e.g. time management, presentation skills, training on specific software, and the month and year in which you completed the course.

Your resume should always include...



Employment History

- Include the name of each company, the month and year when you started and finished each role.
- Bullet point your responsibilities for each role.
- Bullet point your achievements for each role.

The objective of your resume is to provide details on your experience and achievements. It should quietly “sing your praise.” Prospective employers are interested in the results you have produced in the past, as they assume you will deliver similar results for them. Your achievements should be quantifiable and bullet pointed.





Resume Do's

- Use bullet points to ensure your resume is easy to read and scan through quickly.
- Include all your contact details at the top of the resume. Do not use the header or footer for contact details.
- Use headings i.e. Personal Details, Education, Employment History. It allows the reader to quickly scan your resume.
- Check your resume over and over again. Have it proofread by someone else; a fresh pair of eyes may see grammar and typographical errors you have missed.
- Write clear and concise facts with regard to responsibilities and achievements.

Resume Don'ts

- Do not lie. Ever.
- Do not use elaborate fonts and colours because this makes your resume difficult to read.
- Do not include a photo (keep the headshot for LinkedIn)
- Do not be modest – state your quantifiable achievements accurately
- Do not use "I" excessively; write using the third person. Instead of "I increased sales by 20%," write "increased sales by 20% over the previous year"
- The language of your resume should be specific, clear, succinct and factual. Stay away from flowery language or adjectives such as "highly successful". The fact that you are 20% over budget illustrates your success. Facts rather than emotional language work on your resume.

Employment History

- Begin with your most recent job, and work backwards
- Headings for each job include
 - Company name (and location is optional)
 - Position title
 - Dates of employment (e.g. May 1992 – Oct 2003)
- Responsibilities
- Achievements
- Reason for leaving (optional)
- Note if the position was full time, part time, temporary or permanent (recommended if you have worked in variety of these types of roles)



Why are achievements so important?

Achievements

Achievements are essential

Wherever possible, quantify your achievements with facts and figures. Examples include percentage increases in sales, margin or market share increases, decreased costs, reduced lead times, reduced debtor days, ROI (return on investment), and Cost per acquisition, among many relevant ratios.

Quantifying your contribution to your former employers is an excellent way to show you can add value to an organization and be a successful hire in your new role. This gets a potential employer excited about you before you've even met them.

Common mistakes and missed opportunities

- Gaps during employment history should be accounted for. If you don't explain it on paper then a recruiter or employer might wonder what you are hiding. Examples of gaps may be time out for study, travel or paternity leave. It is also OK to leave a job without another to move straight into. It is a common occurrence.
- Include some basic information on job positions early in your career (Company, job title and length of service only). While you may feel these jobs are less relevant to the positions you are currently applying for, you would be surprised how employers will see something positive in your previous work history.

Referees

- Provide at least two people that you have reported to previously
- Your friend or colleague cannot provide details on how to manage you, or advise a potential new employer on how to get the best out of you. This is essential information for your new employer.
- Include your referee's company, position title, mobile number and direct work contact number. If you do not feel comfortable providing referee details, make it clear that you will provide them upon request.
- It is handy to let your referee know that a recruiter or HR manager will be calling to reference check you.



Saunders Lynn & Compnay was established in 2005 with the aim of providing a passionate and outstanding level of service to candidates and clients.

Candidates have access to a consultant with over 10 years of experience, expertise and strong networks in the industry.

If you wish to have a career conversation and map out future career prospects, please call 02 9002 3009 or check our website for more information.