



RESUME WRITING

HOW TO MAKE YOUR RESUME STAND OUT:

Your previous experiences should stand you in good stead for new opportunities. However, when you consider that on average, a recruiter will look at a resume for 5-7 seconds before making a decision whether to progress, your resume needs to make an instant impact to ensure you are selected for interview.

TAKE A LOOK AT OUR HANDY CV WRITING HINTS:

- 1.** Use a simple and clear structure and use an easy to read font and clear size. Try not to exceed 2 pages.
- 2.** Write a short summary of yourself, your key professional and personal skills at the top
- 3.** For each position you have held, detail the company (include a short description of what the company does), your job title and the dates you worked in this role. Start with your most recent role and work backwards
- 4.** Don't be generic - consider the opportunity that you are applying for and write a 3-4 bullet points under each role that highlight your most relevant experiences and the achievements you are most proud of. Detail people management responsibilities to include number of direct reports
- 5.** The employer wants to know what you have accomplished not just what you did. Describe your impact, ideally in quantifiable terms including facts and figures – e.g. improved the efficiency of the production line by X% in 2 years
- 6.** Be honest and authentic in how you represent yourself. If you have any longer gaps in your career history – explain them
- 7.** Detail any relevant qualifications that you hold and the year in which you achieved them. Also provide most recent Educational details and any relevant interests that demonstrate practical and/or personal skills such as team work
- 8.** Don't include personal details such as marital status or date of birth. Do use a professional email address
- 9.** Double check spelling, grammar and spacing – if there are mistakes, the employer could make assumptions about your attention to detail and the level of care and attention you take over your work
- 10.** You don't have to provide details of referees unless asked for, write "references supplied on request" at the end of your CV

TOP TIP:

BEFORE STARTING, THINK ABOUT YOUR PURPOSE, WHAT YOU LOVE, WHERE YOU FIND MOST MEANING AT WORK.

RESEARCH THE OPPORTUNITY YOU ARE APPLYING FOR AND TAILOR YOUR RESUME TO THE OPPORTUNITY

NEED INSPIRATION?

There are several resume templates that can be found and downloaded online – just visit google and type in "Free Resume Templates". You can also find several templates in Microsoft Word – just search CV or resume templates in the search bar.

▶ TOP TIP

MAKE TIME TO UPDATE YOUR CV EACH YEAR ADDING NEWLY ACQUIRED SKILLS AND EXPERIENCES.