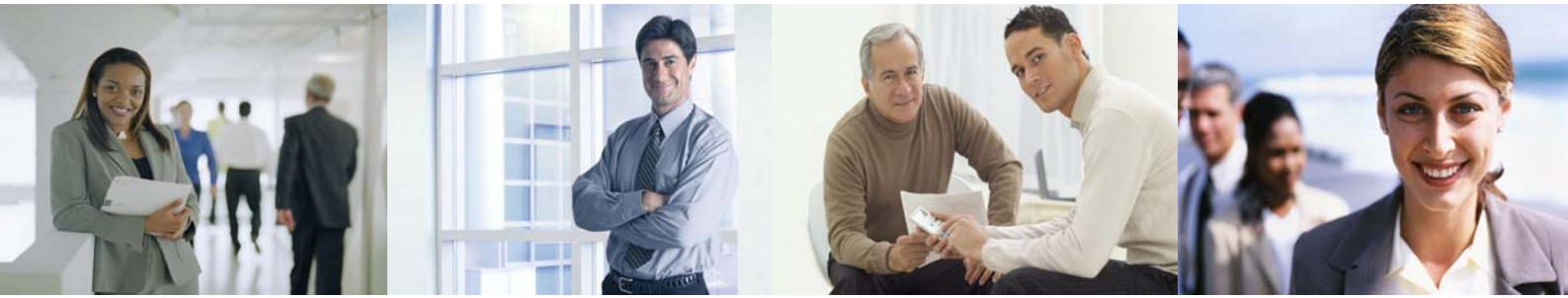


# Writing a winning resume



## Sell yourself!

Your resume is your chance to sell yourself to a potential employer. The main body of your resume is going to discuss your past work experience; it is imperative to take time over this, highlighting your accomplishments in previous roles, rather than simply describe a list of duties you carried out.

Focus on the content, and keep the presentation as simple and clear as possible. Do not use peculiar fonts, colours or adorn it with unnecessary fluff like your photograph, borders or pictures.

Almost all jobs will require strong communications skills - remember that your resume is a reflection of your written communication ability.

## What to include

1. Begin with your personal details, including a reliable contact number. It is also worth confirming your residency/visa status.
2. Some candidates choose to write a career summary next, others choose to use this information as part of a covering letter - this is purely subjective. It is a good idea to include this in either the resume or cover note though as it can highlight the points you want to make and also anything that is not an obvious inclusion in the resume, for example, your intention to relocate interstate, your reason for leaving your current role.
3. A short summary of your skills, both technical and non technical, in bullet point format.
4. Educational History/Qualifications - Unless this is your first role after leaving school, only include your relevant educational history, i.e. TAFE, University, etc. Add any professional qualifications and industry certifications, e.g. MCSE, CCNP, and CISSP for example.
5. Career History - begin with your current role and work backwards. Make sure you lay out the information to clearly show your role, the dates of employment, the employer name and location; then briefly describe your role, list your achievements, and finally bullet point your main responsibilities. Remember that your achievements are of prime importance.

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You want to illustrate to a potential new employer why they want to employ you. Give them a financial reason - describe how your efforts produced cost savings, how you increased sales, how you completed projects on time and under budget, how your technical solution cut production time by half. You are selling you in the past role, not the role itself. If you have been employed for many years and early experience is no longer relevant, shorten this by using only bullet points, or simply make a statement such as "Prior to this I held a number of positions in administration in the insurance and financial sector".

6. Professional Affiliations - if you are a member of the ACS or AIPM, for example, include this next.
7. Hobbies and Interests - don't go overboard here, but use it as a means to highlight some positive aspects of your character. Choose interests that will emphasise something useful to a future employer - for example team sports such as cricket show you can work with others, marathon running shows you have endurance.
8. Miscellaneous - you may want to add other information with separate headings if you think it will assist your application, for example: languages, driving licence(s) held, published works, etc.
9. Referees - it is fine to put "available upon request". It is important to make sure you ask the potential referees for their permission before you disclose their personal details.

Do not be afraid to tailor your resume to suit each individual job application - stress areas of achievement and responsibilities that reflect the role you intend to apply for.

## Other Tips

- Use the font Arial or Times New Roman point set at size 10 or 11, and save as a word document rather than in pdf format.
- 5 -7 pages is an adequate length.
- Read industry publications and look for current buzzwords that you may be able to use.
- If applying direct to a company look at their website - if they list their values you may want to reflect those in your cover letter/summary.
- By all means use the job description to assist you but don't copy big chunks of it.
- Get a friend to read it and give you constructive criticism.

