

RESUME BUILDING

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Why do you need a good resume!

Your Resume is generally your first point of contact with an employer and thus a very important implement in your search for employment. You only have a small window of opportunity to impress the employer before they decide to 'file' it in the bin.

So to make that first impression counts an effective Resume needs to be relevant to the position you are applying for and meet the criteria as listed by the employer in the job advertisement. You must identify what skills and experiences are required for the position and feature these in your Resume.

Don't forget your Resume is a living document and will not be suitable for every different position you apply for, you need to alter your resume accordingly. It also is imperative that there is no spelling or grammatical errors. Have someone proof read your Resume and do not rely on spell check.

Resume Format

Resumes can be produced in a variety of different formats which are all generally acceptable; however it is best to keep the layout simple without using fancy fonts or designs. Most importantly keep it short and concise to grab the employer's attention. Your Resume should be no more than three pages.

Remember it is imperative that you feature your skills and experience in your Resume regardless of the format you choose.

Writing a Resume is not always easy; try to think of the best way to sell your self to the employer. Before you start writing jot down some of your skills and past experience which relate to the position you are applying for.

- Skills and abilities
- Qualifications
- Education
- Work Experience
- Interests
- Activities

Detailed below is one of the most commonly used Resume formats.

Personal Information

Your contact information should be at the top of your Resume and include:

- Name
- Address
- Phone numbers – Home and Mobile
- Email address

Job Objective

This is optional. The job objective shows employers the direction you want to take in your career.

Skills and Abilities

This is perhaps the most important section of your Resume and your opportunity to showcase your accomplishments, skills and abilities. It is also now increasingly important to include a section on computer skills.

Employment History

For each job you have held starting from your current or most recent employment, list the following information:

- Dates of employment, including date/month/year;
- Name of the company you worked for;
- Position title;
- Description of your duties, responsibilities and targets.

Education

Include:

- Degrees
- Where you graduated
- Certificates
- Awards

References

You should have at least two to three referees who can support your application for employment. At least two of these referees should be past employers who can attest to your personality, skills and abilities. Make sure your referees check out and are willing to speak on your behalf. It is imperative that you advise your referees of any potential calls they may receive.