

WRITING A WINNING RESUME

A winning resume follows a very simple but effective outline. It should be clear and highlight you, your strengths, current work place, and work place achievements. Your resume may be the document that helps you to progress your career within your current organisation or it may be required to introduce you to a new organisation and/or career path. Ultimately, it becomes the document that sells you, so it's very important your resume is the winning resume!

Your Winning Resume:

Your resume is your chance to impress. A Good resume should:

- Have 3-4 strengths on the front page
- Include tangible career achievements, supported by 'situation, actions, results' at the interview
- Include your current or most recent role appearing on the first page
- Be simple, clear, & keep it up to date
- Be no more than 4 pages

Key Points to Remember:

1. Concentrate on the last 10yrs & keep earlier experience brief
2. Triple check spelling, grammar, employment dates
3. Focus on the positives. E.g. if you're not qualified, put your experience first & education last
4. Be honest! Tell it as it is
5. Keep it relevant. Make your strengths & experience stand out, particularly if relevant to the job you're applying for
6. Articulate your strengths. What are you good at? What are your career goals?
7. Ask friends/family to check your resume & give you honest feedback
8. During the application process, apply, then ring to follow up

Page 1:

- Most important info and key strengths
- Summary and snapshot that helps helps recruiter/employer make their decision
- Name, address, phone number, email
- Professional qualifications and education
- Key Strengths and career overview
- IT systems
- Interests and hobbies (first or last page)

Page 2 and beyond:

- Dates and company names of previous roles including your job title
- Brief company description if not obvious
- Job responsibilities
- Key achievements
- Referees on request

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How long should my resume be?

Depending on the length of your career, it should be between 2-3 pages. This includes 3-4 key strengths on the front sheet, backed up by tangible achievements

Is there a particular look for current resumes?

It's important to choose a font style that's easy to read. Calibri or Arial are good choices. Try to avoid Times New Roman. Ensure as much white space as possible so your resume is easy to read. Highlight company names and clearly label the years or timeframes you have worked. Make it easy to digest, don't ask people to read between the lines.

Responsibilities vs Achievements

A good resume needs both, but should be heavily weighted with tangible achievements, as this showcases your specific skills and abilities. E.g. 'reduced reporting time from 5 to 2 days' or 'undertook specific initiative which saved company \$2m'

Cultural Fit

Cultural fit is vital. Nothing replaces meeting your contacts & networks face to face. Your network should include a recruiter with whom you're comfortable with. Keep in touch with them throughout your career. As your career develops, technical skills become a given, and it's the cultural fit with the organisation and its values which become the key deciding factor in getting the job

Should I prepare a one page summary?

This can be a very valuable tool for informal situations and networking. Your one page summary should detail your achievements, strengths, and what you're looking for in your next role.

Steps to find and win the right role

Identify the types of roles & organisations that interest you.

Be frank with yourself about your strengths and weaknesses. Play to your strengths and undertake training to address important gaps.

Prepare a career plan and remember to stay positive & enthusiastic!