



# Top tips for resume writing

A strong resume is often your first opportunity to make a positive impression on an employer. A clear, well-structured resume helps you stand out by highlighting your skills, experience, and suitability for the role. Here are the essential tips to help you create an effective resume.

## **Tailor your resume to the role**

Every role is different, and your resume should reflect that. Carefully review the job description and tailor your resume to match the skills, experience, and attributes the employer is seeking. Use relevant keywords and focus on information that directly relates to the position.

## **Keep your resume clear and concise**

Employers often review many applications, so clarity is critical. Aim for 2–3 pages and use clear headings and bullet points. Avoid long paragraphs or unnecessary detail and ensure the most important information is easy to find.

## **Start with a strong professional summary**

A professional summary at the top of your resume provides a snapshot of who you are. Briefly outline your experience, key strengths, and career focus. This helps the employer quickly understand your value and suitability for the role.

### **Highlight achievements not just responsibilities**

Rather than listing tasks, focus on what you achieved in each role. Where possible, include outcomes or results to demonstrate your impact. Specific examples help bring your experience to life and show what you can contribute.

### **Use a clear and logical structure**

Present your information in a consistent and easy to follow format. Common sections include contact details, professional summary, key skills, employment history, and education. Place the most relevant information first to capture attention.

### **Proofread carefully**

Spelling and grammatical errors can undermine an otherwise strong resume. Proofread your document multiple times and consider asking someone else to review it for you. Accuracy and attention to detail matter to most employers.

### **Keep your resume honest and up to date**

Ensure all information is accurate and reflects your current skills and experience. Be prepared to discuss anything included during an interview. Regularly updating your resume makes job applications quicker and more effective.