

# Resume Techniques & Tips

The aim is to have your resume at the top of the pile.

Why should you have a resume? A resume is probably the most important tool you have to sell yourself to a future employer; it summarises your work history, skills and experience in the best possible light. It's not just a list of your past jobs; a resume is about how you performed in those positions, what you learned and what you accomplished.

You have about 30 seconds to get the attention of the employer before he/she decides whether to throw your resume in the bin. How do you create a resume that gives you every chance of success? Aston Advantage has created some tips to help you along the way.

## HOW TO GET IT RIGHT



### KEEP IT CONCISE & FACTUAL

Employers love facts and figures. Try to keep your resume to no more than four pages.



### USE ACTION WORDS

Such as achieved, compiled, developed, managed and prioritised.



### BE TRANSPARENT & HONEST

Do not bend the truth, you will always get caught.



### CHECK THOROUGHLY

For grammar and spelling mistakes – get someone to proof read it for you.



### LAYOUT

Use a standard font in the colour black and a simple, well-formatted layout.



### EMAIL

Use a generic personal email address such as john.smith@hotmail.com.



### LINKEDIN

Ensure your LinkedIn profile matches your resume, as clients will cross check. If you do not have a profile, create one. Use a photo that is professional, not personal; LinkedIn is a professional social networking tool.



### FACEBOOK

Clean up your Facebook page. Do not have information, posts or photos that could hinder your chances of getting a new job. Your new employer could check your page.



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## WHAT TO AVOID



**Do not** use your work email as your contact details. Employers or Recruiters may not want to communicate with you via a work email address. When you create a personal web based email address such as yahoo, Gmail or Hotmail, ensure that you keep your address professional – remember who the audience is reading it.



**Do not** be vague or unclear.



**Do not** use personal pronouns such as “I” or “me”.



**Do not** include a photo of yourself on your CV unless the situation warrants it.



**Do not** include reasons why you left your previous roles.



**Do not** write about inappropriate or unnecessary personal experiences.

## The Ideal Resume Layout

- 1 PERSONAL DETAILS**  
Include details such as full name, address, contact details, both email and telephone.
- 2 EDUCATION/QUALIFICATION**  
Include Tertiary Qualifications through Universities and/or Tafe, private courses, or industry relevant qualifications.
- 3 EMPLOYMENT HISTORY**  
Include headings such as Employer, Position and Duration of Employment. Ideally in bullet form, list your key responsibilities, tasks, major projects and any significant achievements. (Remember to use action words). Be sure to list your most current employment first.
- 4 REFERENCES**  
List a minimum of two referees/references. Include their name, position title, employer, contact details and explain the relationship between you and the referee. It is best to ask permission before listing someone as a reference.

Take care when writing your resume and don't rush – it could make or break an employer's decision to consider you.

It is not necessary to pay someone to create a resume for you; there are many good resume templates available on programs such as Microsoft Word or over the internet. For any further information or advice on resume writing, please do not hesitate to contact your consultant.

