

# Application Tips

## Creating a Resume



Your resume is your foot in the door, the most important step in the recruitment process, often winning you the opportunity of an interview. Make sure you customise it for EACH position you apply for, but above all, be honest!

### Sequence

Set your resume in reverse chronological order with your current or most recent position at the beginning of your resume. Always include the month and year of all work history and education, and include a company description for each place you've worked.

### Format

Keep it clear, leave lots of white space and only use 2 fonts at a maximum. Use bullet points rather than lengthy paragraphs for easy reading. A distraction to the content of your resume is graphics or flowery fonts so try to avoid these. Use Microsoft Word as it's more widely accepted.

### Content

Keep it succinct, a resume should be no longer than 4 or 5 pages, depending on the length of your career. If your resume is too long the reader may not read your entire resume, in fact they may not read it at all!

### Work History

For each role list your responsibilities, but most importantly, your achievements. Clearly outline to the reader how you can add value to their business. For positions that are not related to your current job search, responsibilities need not be outlined in detail. Also list the reason for leaving each role, don't give the reader the impression you've got something to hide.

### Attention to Detail!

Check for any spelling, layout or typing errors and get someone to proof read. Remember your presentation of your resume is an indication of how you work, spelling mistakes and typing errors are not the impression you want to give.

### Certificates and References

Along with your resume should be copies of certificates relating to professional and or educational qualifications as well as any references from previous employers. Only include a few and only those relevant to the role you're applying for.