



## Resume hints and tips

Create yourself a resume that is worth reading and maximises your career opportunities.

The sections that should be included in your resume:

- **Personal details** (not your date of birth)
- **Education** (most recent first)
- **Employment details** (most recent first)
- **Computer skills and Technical skills**
- **References** (optional)

### **You also may to include:**

Career objectives, additional qualifications, professional memberships, interests/hobbies.

### **Personal Details**

Full Name

Address

Contact telephone numbers (including area codes)

Email address

### **Education**

List your highest achievement first stating qualification and grade, subject, dates and educational establishment. Continue with other qualifications to senior school level.

### **Employment History**

Always list your employment in reverse chronological order. If you have only worked for one company, break it down showing each position held within the company or major projects dealt with. List your responsibilities and achievements; the most important first, remember to elaborate on those areas that are particularly relevant to the position you are applying to.

**Make sure you include job title, name and location of organisation, type of business, and dates of employment.**

### **Skills**

Use this section to highlight any skills or training undertaken that is relevant to the position for which you are applying. State the level of your skills where possible.

### **Professional Memberships**

Mention any relevant professional memberships as well as any contributions made to professional organisations.



## Resume hints and tips (continued)

### Hobbies (Extracurricular activities)

This should be brief and show your interests away from the work environment.

### References

Two references are adequate, you should include your relevant references such as current or last employer, and alternatively you could use an academic reference.

**Include** the referee's name, title or position and contact telephone number(s). If your resume is becoming too long or you are concerned about privacy you may write; "references are available upon request".

### Points to remember

- Always provide a brief covering letter with your resume. This can save time on re-writing your resume each time you apply for a role as it can highlight points specifically relevant to this position.
- Keep your resume as concise as possible – 2 to 3 pages are ideal.
- Simple type fonts and clear headings
- Avoid excessive narrative.
- Double check for spelling mistakes and grammatical correctness – get someone else to check it also, and do not rely on "spell check", as this often "Americanises" your spelling.
- Avoid self-opinion and aim to include facts and evidence.
- Photographs are unnecessary.
- Space sections adequately and if possible ensure that sections don't spill over pages.
- Never ever bad mouth a previous employer.

**Remember** - Your resume will decide whether or not you are selected for interview – a good document will show the prospective employer that you have taken time and effort to apply for the role, a bad document will show sloppiness and a lack of commitment.