

Turning a Good Resume into a GREAT Resume

7 Top Tips

- 1) One Page is Key: Unlike a curriculum vitae a good resume will be only one page long. A resume is designed to get as much information across to the reader in the least amount of time.

What if I have too much information? You have to be selective and only include what you consider critical information that recruiters need to know about you. Get creative with how you format and layout the page – adjust margins where necessary to fit information on the page & use space wisely.

- 2) Accurate and Error Free: Typos/grammatical errors put your chances of getting past stage one in jeopardy.

Make sure you have your resume proof read by more than one person several times – every time you make an amendment whether it be one word or a whole section.

Spelling mistakes are unforgivable, grammar must be solid and pay attention to formatting to ensure it is consistent all the way through

- 3) Effective Communication: Your background must be communicated to the reader in the best way possible.

The easiest way to lose the attention of your audience is to use language and descriptive writing that doesn't get the message across. Translate your technical skills & background in clear and simple language that gives the reader a solid understanding without confusion.

- 4) Simple Formatting: Resume writing is not a competition for the most creatively formatted document.

Avoid putting lines & boxes around information. Don't use more than one font style. Keep bullet points simple and not fancy (avoid arrows). Choose a business style font like Arial or Times New Roman. Fancy formatting detracts attention from the importance of the information on the page.

- 5) Sending the Right Message: The way you layout & build your resume is how your message is going to be communicated to the reader.

If you use 5 detailed bullet points to describe a previous job that wasn't so important to you but only 2 brief bullet points for a job you feel gave you the crucial skills for the job you are trying to get this will send the wrong message to the recruiter.

Work hard to ensure your resume represents you in the right way. Ask people whose opinion you value to tell you what message your resume sends to them.

- 6) No Lying, Ever: Whether it is your GPA or a promotion be honest in every single aspect of your resume.

Don't assume they won't work out if the information you have included is 100% correct. They will find out. Even embellishment of the facts is a bad strategy. The more honest you are on your resume the easier it will be to ace the interview.

- 7) Pay Close Attention to the Job Description: It is pointless identifying 8 skills that are not required for the job.

One of the biggest mistakes people make when writing a resume is not paying attention to each job description to identify the skills required. For each job you apply to you must ensure that you have aligned the skills on your resume with those required for the job.

It is ok to have additional skills to bring to the table but make sure you also possess those the recruiter is looking for.