

RESUME TIPS & TRICKS

Sure to make your resume stand out for the right reasons

First impressions count. Your resume could be your first chance to highlight your skills, experience and achievements to a potential employer. Presenting a professional document will increase your chances of gaining and interview and securing employment.



Font & size

Use a professional, easy-to-read font. Arial, Verdana, Calibri or Century Gothic are great choices. Keep font size to 11pt or 12pt.



Order

List items in reverse chronological order. That means, place your most recent employment first, followed by your second most recent, and so on.



Employment details

Ensure that each item lists your position title, the business name, employment dates, and a short description of your duties.



References

Check regularly that your referee's contact details are up-to-date and that they are happy to provide a favourable reference to an employer.



Excessive use of uppercase

Don't use uppercase unless in proper grammar. Only capitalise proper nouns and acronyms.



Spelling or grammar errors

Ask someone else to proofread your resume and cover letter. Employers will notice your attention to detail, or lack there of.



Centre alignment

Centre alignment can make your resume difficult to read. Left or justified alignment is ideal.



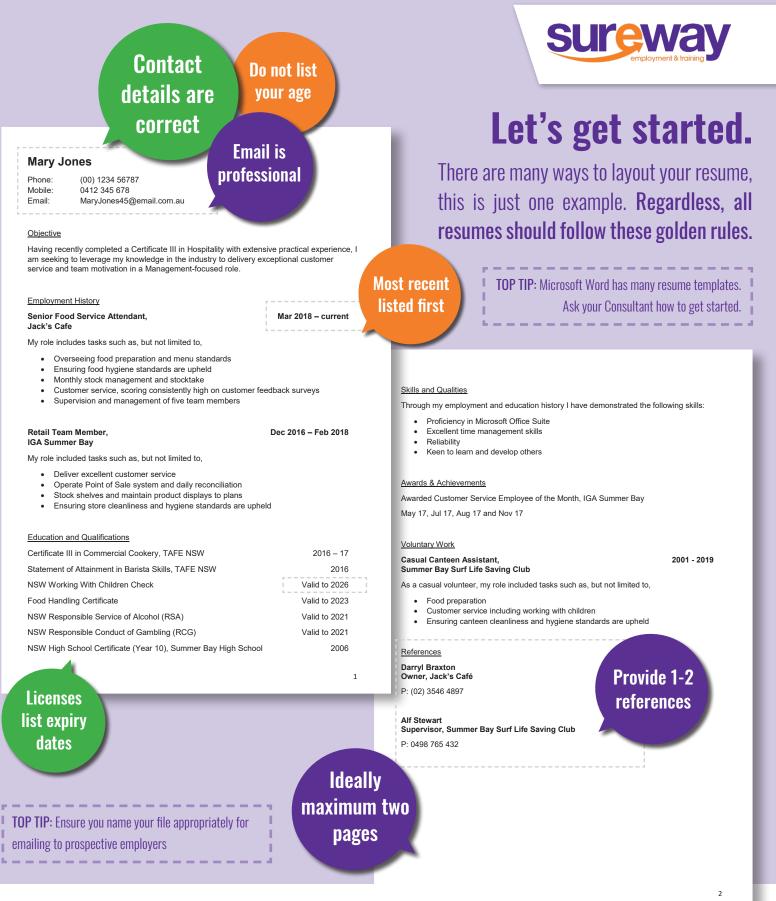
Unprofessional contact details

Be sure to use a work-appropriate email address on your resume. Using your name is a good choice.

Q: My work history doesn't enable my resume to shine. What can I do?

A: Add soft skills, personal qualities and achievements.

- Examples of skills and personal qualities:
- Effective communication skills
- Willingness to learn
- Ability to work under pressure
- Examples of achievements:
- Sporting accomplishments
- School or academic achievements
- Community involvement including WFD



FINAL CHECKLIST

- Have someone proofread your resume
- Upload to Australian Job Search via your MyGov account
- Ask your Consultant for feedback

WWW.SUREWAY.COM.AU

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