












# RESUME TIPS AND TRICKS

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 an interview and securing employment.

-  **Font and 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 thereof.
-  **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.

 **FREQUENTLY ASKED QUESTION:**  
My work history doesn't enable my resume to shine. What can I do?

 **ANSWER**  
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