



TECHSTAFF

Resume Tips

How to write, format and present your resume

Personal Details

- ▶ Full name.
- ▶ Contact details; fixed address, day and after hours telephone numbers, mobile number and e-mail address.
- ▶ You should not include information such as health, religion, nationality, marital status, age, interests.

Career Objective

- ▶ An objective tells potential employers the sort of work you are hoping to do.
- ▶ Be specific and realistic about what you want.
- ▶ Tailor your objective to suit each employer you target and the role you are applying for.

Employment History

- ▶ Dates of employment: start from the most recent job and work backwards.
- ▶ Title of position.
- ▶ Name of organisation and location.
- ▶ Describe your work responsibilities, with an emphasis on specific skills and achievements.

Education & Training

Education:

- ▶ Name of Institution / University / TAFE and state or country attended.
- ▶ What was the resulting qualification.
- ▶ Date qualification was obtained.

Training:

- ▶ Name of training provider.
- ▶ Skills obtained.
- ▶ Date that the training occurred.

References

- ▶ Ensure you have at least two referees and their contact information. Don't forget to get their permission first and ask how they prefer to be contacted. It is also a good idea to send them a copy of your resume so they are aware of what you're saying about yourself.
- ▶ If you prefer not to list your referees on your resume, you should note under the reference heading "Available on request".

Additional Information

- ▶ Memberships for professional institutes.
- ▶ Organisations you are a member of, such as volunteer organisations or sporting clubs (optional).
- ▶ Specific licences and permits applicable to your industry.
- ▶ Copies of certifications to verify qualifications (optional).
- ▶ Achievements and accreditations.

Content Tips

- ▶ You do not need to list your entire work history. The last 10-15 years should be sufficient (depending on the number of positions held during this time).
- ▶ A summary of responsibilities and tasks performed is only recommended for the past 7-10 years work history. Any positions held after this period should be listed only. If you need to give additional information about the position, a brief summary (max. 2-3 lines) is acceptable.
- ▶ If you have worked for the same organisation for an extended period (10+ years), list the position titles you have held during this time and give a brief summary of your responsibilities, skills and achievements, rather than list them for each role.
- ▶ Never lie or embellish the truth.



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Format and Presentation Tips

- ▶ Type your resume on white paper, not coloured.
- ▶ Use a font size of 11 points. Choose one font type and use it consistently. Use bold for headings and avoid italics, underline and decorative fonts.
- ▶ Do not use shading, graphics or fancy layouts as they distract the reader.
- ▶ Always check your resume for spelling and grammar.
- ▶ Keep your resume short (3 - 5 pages in length).
- ▶ Present your resume in word format only when e-mailing or applying on-line. Do not use other formats, as the reader may not have the programs to be able to view these files.
- ▶ When presenting your resume in person or by mail, try using a binder or presentation folder. Never fold your resume.

How to Make your Resume Stand Out

In many cases, you only have 60-90 seconds to catch the readers attention before they move on to the next candidate. Therefore the words you use and how you use them are critical.

- ▶ Use skills headings that match the job you are applying for.
- ▶ Write a cover letter of half a page and highlight in bold any specific skills and qualifications that you want to catch the readers eye. You could also use this method in your resume.
- ▶ Do not list all the tasks performed in your role; instead summarise them by separating them into categories.
- ▶ Use bullet points and minor headings to allow the reader to speed-read your resume.
- ▶ Continuously update your information.
- ▶ Use power phrases and action words (see examples).

Examples of Using Action Words

Current

Job Title
Chemist

Responsibilities

Raw material testing.

Finished product testing.

Replace with...

Job Title
QC Chemist/Validation Chemist/Stability Chemist/Development Chemist

Responsibilities

Testing of Raw Materials according to BP standards and TGA requirements.

Testing of finished products using wet chemistry methodology and instrumentation eg. HPLC (Waters) with Empower/Millennium software.

Examples of Using Power Phrases

Typical responses

"I am a motivated person."

"I am a quick learner."

"I am analytical."

"I am very organised."

"I am reliable."

Replace with...

"I am motivated by challenges and problems."

"I can hit the ground running and come up to speed very quickly."

"I am able to perform analytical testing with a high degree of accuracy."

"I have excellent organisational skills and effectively prioritise tasks."

"I pride myself on my ability to meet deadlines."