

Resume Tips and Recommendations

Why should you have a resume? A resume is probably the most important tool you have to sell yourself to a future employer; it summarises your work history, skills and experience in the best possible light. It's not just a list of your past jobs; a resume is about how you performed in those positions, what you learned and what you accomplished.

You have about **30 seconds** to get the attention of the employer before he/she decides whether to throw your resume in the bin. How do you create a resume that gives you every chance of success? Aston Recruitment has created some tips to help you along the way.

THE DO'S:

- Keep your resume concise and factual – employers love facts and figures. Try to keep your resume to no more than four pages. (If you have extensive experience, perhaps create a summary resume and a detailed resume to take to interviews)
- Use action words such as achieved, compiled, developed, managed and prioritised.
- Be honest and do not bend the truth – you will always get caught.
- Check thoroughly for grammar and spelling mistakes.
- Use a standard font and it **MUST** be black.
- Use a simply and well-formatted layout.
- Use a generic personal email address such as john.smith@hotmail.com .

THE DO NOTS:

- Do not use your work email as your contact details. Employers or Recruiters may not want to communicate with you via a work email address. When you create a personal web based email address such as yahoo, gmail or hotmail, ensure that you keep your address professional – remember who the audience is reading it.
- Do not be vague or unclear.
- Do not write about inappropriate or unnecessary personal experiences.
- Do not include a photo of yourself on your CV unless the situation warrants it.
- Do not include reasons why you left your previous roles.
- Do not use personal pronouns such as “I” or “me”.

AN IDEAL LAYOUT FOR YOUR RESUME:

1. **PERSONAL DETAILS** - Include details such as full name, address, contact details, both email and telephone.
2. **EDUCATION/QUALIFICATIONS** – Include Tertiary Qualifications through Universities and/or Tafe, private courses, or industry relevant qualifications.
3. **EMPLOYMENT HISTORY** – Include headings such as Employer, Position and Duration of Employment. Ideally in bullet form, list your key responsibilities, tasks, major projects and any significant achievements. (Remember to use action words) Be sure to list your most current employment first.
4. **REFERENCES** – List a minimum of two referees/references. Include their name, position title, employer, contact details and explain the relationship between you and the referee. It is best to ask permission before listing someone as a reference.

Take care when writing your resume and do not rush it, remember it could make or break an employer's decision to consider you. It is not necessary to pay someone to create a resume for you; there are many good resume templates available on programs such as Microsoft Word or over the internet.

For any further information or advice on resume writing, please do not hesitate to contact your consultant.

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