Resume Tips

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Factors seen as positive features of a Resume included:

1. Clarity of information making the Resume easy to follow
2. Good visual presentation and language
3. Information in reverse chronological order and a logical flow
4. Good grammar and spelling
5. Use of bullet points rather than blocks of text
6. Most important information should be on the first page
7. Experience, achievements and skills should stand out
8. Succinct factual information on no more than two pages
9. Information shaped specifically for the particular application
10. Include a job objective! Clearly state your goal and a sense of direction you hope to move towards.
11. Your resume should emphasize your accomplishments, not just your past job duties or job descriptions.
12. Ask for help! Allow your family members and friends to provide constructive criticism on your resume. Every bit helps!
13. Do not forget to update your resume from time to time.
14. Your resume is a marketing tool. It tells others about you and attempts to "sell" the employer on the idea that YOU are the best person for the position. Differentiate yourself from the crowd and be the best!
15. Do not cram three pages of information onto two pages. Modify and edit your resume to include the most relevant information pertaining to the job.
16. Single space between the lines of each listing, and double space between sections and paragraphs.
17. Do not leave gaps/holes within your resume: If there was a time where you were unemployed, explain gracefully what you were doing during that time period.

    Example: Full-Time Parent 2007-2009 or Maternity Leave 2007-2009

The factors seen as negative were:

1. Too much out-of-date or unnecessary information
2. Not enough information about present and recent roles
3. Poor contact details making it difficult to invite the applicant for interview quickly, especially in working hours
4. Discrepancies, sloppiness and meaningless information
5. Poor grammar and layout
6. Resumes that are too long and over- the-top graphics and formatting.
7. E-mail etiquette: “chocolate thunder”, “unouwhantme”, “hot4u”
8. Voicemail message “music songs” “what u want”

Job application is competitive these days and consists of a series of stages. The aim of a Resume is to stimulate interest and get you an interview.