

## RESUME TIPS AND TRICKS, EXAMPLES

### RESUME HINTS – IMPORTANT DO'S AND DON'TS

When drafting a resume, it helps to consider that it is designed to convey basic information and help employers find reasons NOT TO HIRE YOU. If the information you are supplying is negative or not relevant, you won't make it to the next stage. Below are some more tips:

- **DO** include your personal contact details. Make sure the employer can contact you on the telephone or email details given
- **DO** ensure spelling and grammar is correct
- **DO** include tertiary qualifications or any courses attended are relevant to the position, even if these have not been completed, as these can demonstrate your willingness to learn and your motivation to improve yourself. Studies can also allow for any gaps in your work history
- **DO** include part-time, casual, voluntary and community work to fill gaps in employment history starting with the most recent job. Many employers are only interested in what you have done in the past 10 years, because they claim that skills obtained prior to this, or not used in the past 10 years would no longer be relevant, or need upgrading
- **DO** type your resume in a clear and concise format that is easy to read, allowing information to be checked at a glance
- **DO** use bullets to emphasise points and stick to a single font, although the size can vary for headings etc
- **DON'T** state your age, health, nationality or marital status. You are not required by law to provide this information and some employers WILL use it to screen you out. You should only provide information about skills, abilities, qualifications and attributes that are relevant to the job
- **DON'T** give unnecessary information. If you don't have a phone or a driver's license, don't even mention them — if the job requires a license and you've really impressed at interview, the employer may be willing to make other arrangements or help you sit a test to obtain the license. If you told him/her that in the resume, you wouldn't even get an interview
- **DON'T** include primary or secondary educational qualifications unless you have finished school in the last 5 years, or these qualifications are particularly relevant to the position you are applying for
- **DON'T** overstate your qualifications. If you feel you have to stretch the truth to meet the requirements of the position, you probably shouldn't be applying for it. If it's found out later that you were dishonest, you risk termination and a bad reference