Recruitment Xperts Ltd

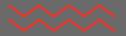# RESUME TIPS

FOR

JOBSEEKERS

INTRODUCTION

Think of your resume as a powerful marketing tool that when viewed by a prospective employer can assist in your being selected for an interview. It must be effective and straight to the point.

Today's job market is a very difficult place for jobseekers as there are more people seeking employment than there are available job opportunities. With the increased volume of applications from individuals actively seeking employment, HR managers spend roughly 60 seconds (or less) reviewing an applicant's resume before determining whether the person may be a possible 'fit'. Furthermore, anywhere between 10 to 15 jobseekers may be interviewed to fill one vacant position. Your objective, therefore, should be to present a resume that is straightforward and easy to read enabling the employer to quickly find what he/she is looking for.
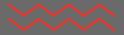
RESUME TYPES

While there is no 'right way' to format your resume, two of the more commonly used formats are:

Chronological resume – a traditional format that is most typically used and best suited to professionals with a formal history of work experience. This format lists in detail the most recent employers and job roles first followed by the previous positions (in reverse chronological order).

Functional resume – a format that is better suited to recent graduates who have just entered the working arena and those who lack extensive work experience.
It is not unusual for applicants to use a combination of both formats as it presents an overview of their most important qualifications and accomplishments followed by a chronological work history.
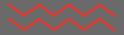
RESUME WRITING TIPS

Whatever format you choose for your resume, do ensure the following:

- Use a resume that is clear and concise - preferably no longer than two letter-size pages.
- Your personal details (name, address, contact numbers, email address) are placed at the start/top of your document.
- You organize your education in reverse chronological order i.e. start with the most recent first.
- In addition to organizing your professional experience in reverse chronological order, ensure to include the name of employer/organization, current position, start and end dates of employment, responsibilities and duties, achievements.
- Highlight/emphasize your skills.
- Do not use abbreviations or contractions.
- References – include if you are unable to obtain/provide written letters of recommendation from past employers.
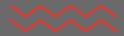
RESUME WRITING TIPS

- Refrain from using fancy fonts. Do not incorporate more than one font type into your document. Your resume should comprise a single clean/clear, easy-to- read typeface (for example, New Times Roman or Arial) with a font size of either 11 or 12 for body text. The font size used for headings/sub-headings may be slightly larger. To draw attention, use formatting options such as bold, underscore and italics.
- The use of sub-headings (e.g. Personal Profile, Professional Experience, etc) will assist potential employers to easily locate the information they seek.
- Leave clear spaces between category headings for easy clarification and definition.
- Present concise information as bullet points.
- Do not include photos, graphics, shading, backgrounds or watermarks in your document.

RESUME WRITING TIPS

- All information included in your resume must be factual (no fabrication or untruths).
- Do not include any personal information such as your religion, height, weight, age, health.
- Review your resume carefully for flow, correct spelling, grammar, tense, etc, Ask a colleague to proofread and provide constructive feedback.
- Ensure your resume is printed on quality, white letter-size or A4 paper.

If you have extensive work experience, your early career may be described in less detail. If there are any gaps in your work history, it is best to explain them.
Do bear in mind:

- Your objective is to convince the interviewer that you possess the skills and experience to do the job.
- First impressions do count - your resume presents you with an opportunity to sell 'yourself!' You will never get a second chance to make a first impression!