

## HOW TO WRITE A RESUME THAT WILL ENHANCE YOUR SUCCESS

The times of resumes being a long-winded description of your life are luckily far gone. The internet is full of templates that make applications for jobs easier, however, with continued globalisation and a variety of non-computerised professions, recruiters still encounter “bad” resumes.

Popular positions can have hundreds of applicants and during a candidate browse, the average recruiter doesn't spend more than 6.5 to 10 seconds on a quick resume review before they are able to assess suitability for a role.

The time spent on resumes during a proper assessment is (of course) longer, however, to pass the initial scan a candidate needs to structure the information within the document well and make the most of the document by highlighting important aspects of their career.

Some of the main principles of how to fine tune your resume include:

- Highlight your name so that it's easy to find and doesn't blend with the rest of the document. Use bigger fonts so that your name is obvious. The resume is yours and you should be proud to present your skills and experience.
- Include your contact details, so that the recruiter can easily reach you via either mobile phone or email. The most frustrating resumes are the good ones without proper or current contact details. Believe us, it happens.
- Structure the information. When presenting your work history, write the most recent role first, then when presenting your qualifications or professional development, present chronologically.
- Use consistent formatting across the whole document to highlight that administration, which may be part of your future role, will not be a problem for you.
- Be brief and sharp and focus on information relevant to your future role. Perhaps you used to be a dental assistant, but now you are hoping to continue your career in Finance. Take out all your hobbies that are relevant to the dental field and focus on your success or qualifications in the financial field.
- Present the roles you held previously and describe what you did and your level of success in that role. Also mention what you improved on and how your role contributed to the success of the team or the business. Take out any short summer jobs unless they are skill shaping or volunteering roles. Simplify and focus on your career path.
- Check for spelling mistakes and if you have a relative or a friend who can help you with a second round of reading, do not skip that opportunity. The worst thing is when a skilled candidate applies for a role that requires high attention to the detail and has visible mistakes in the resume.
- Format your resume in MS Word or PDF. PDF is a long-time favourite of recruiters because it will guarantee that your document will not lose its formatting when opened with another version of the program. Do not use graphic formats that are hard to open, unless you're applying for a creative role.

- Remember we said keep it simple. This also means protect your personal data. Do not include any sensitive details that are not necessary for a job application - like your marital status, date of birth, nationality or details concerning your children etc.
- If you apply for a position with a recruitment agency, remember to check their Data Privacy Policy and if you're no longer available on the job market, remember that you have full right to request that your details are erased from their database.