

## Resume Writing Tips

- Keep your resume style simple and neat - do not include any fancy borders or backgrounds
- The font should be 12pt, and chose a font that is simple and easy to read i.e. Arial
- If you have worked for a variety of companies, only use your last 5 positions
- If you have had similar roles, do not repeat the responsibilities & duties – a job title should be sufficient
- Only cover the last 10 years of your working history
- If after considering the above points and your resume is still quite long, add a “Employment History – In brief” page and simply list the Position Title, Company and Dates worked
- Use bullet points to describe responsibilities and achievements
- Be specific and brief with details of what you have done – do not use story writing style when describing responsibilities, achievements or the company description
- Spell check!

### Personal Details

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When setting out a resume always put your personal details first and make sure you have current contact numbers and email details.

Example:

Name: Mary Temple  
Address: Unit 12, Purcell Drive, Mt Eden, 1041  
Home Telephone: 09 680 4567  
Mobile: 021 333 222  
Email: [temple@yahoo.com](mailto:temple@yahoo.com)

### Professional Statement / Career Objective

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Write a statement about what you are looking for in your next role and why, this demonstrates focus.

Example Statement:

I am seeking an opportunity to use my passion for sales in a recruitment environment.

## Key Strengths

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When writing key strengths, focus on what you have done well in your working life. Make sure you remember what you have written as your strengths as it will be commonly asked during an interview.

Some examples

- Strong customer service focus and results orientated
- High attention to detail with speed and accuracy
- Excellent organisation and time management skills
- Reliable, industrious and accountable
- Excellent communication skills - both written and verbal

## Employment History

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Always include Job Title, Company (if the company is unknown give a brief description of what they do), and Dates of Employment - include month and year.

|                    |                        |
|--------------------|------------------------|
| Job Title          | Operations Manager     |
| Company            | Freight Movement Ltd   |
| Date of Employment | January 2002 – Current |

## Responsibilities

Make sure you are specific about what you have done, and include as much as you can in bullet point form.

## Achievements

It is important to outline your achievements; it does not have to be anything extravagant, it can be compliments from customers, attendance records, or ask your colleagues they may be able to help you.

## Referees

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It is important you provide a referee for your most recent role if possible. It is also helpful that the referees provided have been your direct Supervisor not a work colleague. Ensure referees provided have supervised you in a role that is relevant to what you are now seeking.