

The purpose of your resume is to show potential employers what experience and knowledge you can bring to their business. It is their first impression of you as an applicant, so it is important that you highlight all qualifications and experiences that you feel are most relevant to the particular position and company. Below are some hints and tips to ensure that your CV is eye catching, professional and effective.

Layout

It is important to ensure that your CV is easy to read. Many employers read hundreds of CV's a week and are often deterred by ones that are poorly formatted.

Important elements to remember are:

Font: Keep your resume to a single, professional style font. E.g. Arial or Calibri

Headers: Headers are an ideal way to make the structure of your resume obvious to the reader as well as make it easier to read

Bullet Points: Bullet points allow you to get the necessary information across while keeping the length of your CV to a minimum.

Contact details:

Contact Details should always be at the top of your CV and should include:

- Given Name and Surname
- Current Residential Address
- Contact Telephone Number(s)
- E-mail Address
- Date of Birth (Optional)

Summarise your strengths and Career Objectives

This is possibly the most important paragraph of your resume. It allows a potential employer an insight into your background and experience and allows them to determine your initial suitability for the role.

This paragraph is potentially the most important of your CV, as it is often the first information that will be read. It is important that you convey all experience and qualifications relevant to the position at hand in a concise 2 – 4 line paragraph. Avoid putting personal attributes and hobbies in this summary as they have less of an impact.

Educational Background

All employers are interested in your educational background. You should start by summarising your most recent qualifications and work in reverse chronological order back to high school. Bullet points are an ideal way to highlight specific achievements.

If you have recently graduated, it is often a good idea to attach an academic transcript to your application.

Employment Background

This section is what employers will spend the most time looking over, as it give them a food indication as to how relevant your past experience is to the available position, and thus largely determines your suitability for the role.

Again, the best way to structure this section of your CV is in reverse chronological order, starting with your most recent role first. For each of your jobs to date, list the name of the company, your position at the company, the period of your employment, your key responsibilities as well as any stand out achievements. Using bullet points allows you to convey the information in a consistent, direct manner.

Ensure that you keep the description of non-relevant work experience brief

Professional Memberships

It is a good idea to list any memberships relevant to your professional industry

Hobbies and Interests

While not essential, it is often advantageous to list half a dozen of you hobbies so as to give employers an insight into your personality and as to provide a point for discussion. List appropriate interests, particularly those which imply attributes that would appeal to the employer.

Referees

Providing the right referees is very important. It is best to provide two work-related referees, preferably from different companies. While it is not essential to list their details on your CV, it does speed up the process.

Ensure that you have spoken to your referees in advance and ensure that you have their permission to list their details.