

Updating your Résumé

Why do you need a résumé?

- To apply for a new position
- To gain attention of the reader
- To provide information on your experience
- To provide information of your qualifications, skills and abilities
- To list achievements
- To gain the opportunity to interview

What should the résumé do for you?

Like any other advertising brochure, your résumé should entice employees to want to meet you in person and find out more about you. It is not designed to get you the job – just an interview.

Content, Format and Presentation

Content, format and presentation are the three important factors that determine whether you are selected for an interview – or even if your application gets a second glance.

Key points to consider:

- A cover letter should always accompany your résumé. Try to address this to the appropriate person, if not use 'To whom it may concern'.
- Always tailor the résumé to the job which you are applying. This may mean adjusting the résumé every time you apply for a different role.
- Never exaggerate, i.e. your career player ranking. Only make statements that you can easily support at an interview.
- Type your name on every page of the resume, in case the pages become separated.
- Avoid the excessive use of "I", a common problem of résumés written in lengthy narrative style. Alternatively use – "Responsible for....." and "completed.....".
- Write in point form, rather than essay style.
- Rather than list the duties, emphasise what you actually did in each job, in dynamic action terms.
- Add special achievements / qualifications / licenses
- Include referees from relevant previous positions held. If no positions have been held before or the appropriate people do not wish to be your referral, you should include someone who is a teacher or of similar nature who can give a character reference.