

9 How to Update Your RESUME

The key to creating an impressive resume is to put yourself in the reader's shoes. Often they are looking at a large number and only briefly review each one before later deciding to look more closely. Most go in the bin.

Yours must stand out from the rest.

Ensure your resume:

- Meets the employers requirements
- Is easy to read
- Well set out
- Concise - 3 pages or less
- Font 11 to 12 - Times new roman Arial Calibri

Be confident your resume is the best possible impression and representation of you.

If someone else prepares your resume and you are not entirely satisfied then by all means change it.

Rearrange your resume to highlight employer requirements-as listed in the job advertisement-BY:

- ❖ Modifying your objective
- ❖ Including all your skills/attributes/duties **relevant** to the position applied for-placing those at the top of your lists.
- ❖ Re arranging your headings-Employment history/Qualifications/etc.
Focus on your strongest heading-according to the position applied for.

Resume headings

You may **for example** have three or more resumes:

1. Highlights: Retail-objective/skills/duties/qualifications/experience.
2. Highlights: Cleaning-objective/skills/duties/qualifications /experience.
3. Highlights: Reception-objective/skills/duties/qualification/experience.

For this you will require an electronic copy of your resume (s)

Resume headings:

- ❖ Name- address- contact options.
- ❖ Objective.
- ❖ Employment history.
- ❖ Education & Qualifications.
- ❖ Licences.
- ❖ Work skills.
- ❖ Personal attributes.
- ❖ Special interests.
- ❖ Referees.

NOTES

Resume headings

Personal Details:

- Full name.
- Full address.
- Home Phone Number & **Mobile Number**.
- Email address.

Objective:

- The type of work you want to do and or your career goal.

Education & Qualifications:

- Include date completed, name of school, institution or organisation.
- Completed or part completed courses-list the names of modules.
- Year /10/11or12.
- Short courses-even one day courses eg:
 - First aid
 - Workplace health and safety
 - This course

Licences:

eg

- C class driver's licence (own reliable vehicle).
- Working with children card.
- Forklift licence.

Employment history:

- Include: Paid-Voluntary-Work experience (separate headings if you wish).
- Dates of employment. eg. 12-03-2003 to16-12-2004.
- Position descriptions. eg. Sales Assistant, Administration Officer.
- Name of organisation. eg Best&Less Brisbane.
- Duties you performed. eg, Customer service-Banking-Cash register operation-Supervising staff-Opening-Closing the store.

Resume headings

Work Skills:

List all the skills you have previously identified that are relevant to the position applied for - don't hold back-eg:

- Customer service delivery.
- Cash register operation.
- Confident and professional telephone manner.
- Excellent written and oral communication.
- Effective time management.

Personal attributes:

List all the attributes you have previously identified that are relevant to the position applied for - don't hold back-eg:

- Strong work ethic.
- Punctual and Reliable.
- Common sense.
- Enjoy challenges.
- Work well under pressure.
- Team orientated.

Special interests:

- Hobbies.
- Sports.
- Social groups.
- Community organizations.

Referees:

- First and last name.
- Position title.
- Name of company or organization.
- Contact Phone number **including mobile.**
- Three referees.

Resume headings

Where possible use **referees** from:

- Previous employers.
- Former teachers or trainers.
- Known and respected members of the community.

Contact these people and ask their permission to be your referees-ask for their contact phone numbers and let them know the type of positions you are seeking.

Enthusiastic reports from your referees - is the last step the obtaining the position you want.

Questions employers will ask your referees:

- ✓ Your standard of presentation.
- ✓ Your skills and attributes.
- ✓ Your strengths.
- ✓ Areas where you could improve.
- ✓ Are you suitable-would they recommend you for the position.

More detailed resumes (Curriculum vitae) can be prepared and made available to prospective employers if required.

 At the interview.

 If specifically requested.