



WRITING YOUR BEST RESUME

Your resume is a potential employer's first impression of you. But did you know that hiring managers spend an average of 6 seconds looking at your resume? That means you have a very limited amount of time to showcase the experience and knowledge you can offer their business.

The tips below will ensure that your CV is professional and effective when you're applying for your next dream job.

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LAYOUT

Your CV might be one out of hundreds that will cross a hiring manager's desk for an available role. Keep your formatting neat and easy to read to make yours stand out.

Include headers between the different resume sections, like "Work Experience" or "Education" so a viewer can quickly jump to a particular section.

Use bullet points to break up large amounts of text and make your CV easily scannable. Stick to a single, professional font, like Times New Roman, Arial, or Calibri – skip the *Comic Sans*!

Contact Details:

It might seem obvious, but many people fail to include a way to be contacted. Your full name, current residential address, contact phone number, and email address should be at the top of your CV. Be sure that you're using a personal email address that's appropriate to share with potential employers: Is crazyjohn2016@hotmail.com really the first impression you want to give?



SUMMARISE YOUR STRENGTHS IN THE CAREER OBJECTIVE SECTION

This is one of the most important sections of your resume. It allows an employer to understand your background, experience, and motivations for the role. It's also where you can explain any inconsistencies in your resume; for example, if you've taken a career break or changed industries.

It's important you summarise the experiences and qualifications you have that are relevant to the role in this short paragraph. Avoid personal attributes or hobbies.

Here's a good example of a career objective:

I am a qualified structural engineer with more than 4 years of experience in the structural design and analysis of commercial, residential, industrial, and institutional buildings. Additionally, I am experienced in conducting site inspections and liaising with clients, architects, and builders. I am seeking a new role where I can continue developing my structural engineering career.



EMPLOYMENT EXPERIENCE

This is the section your potential employer will spend the most time reading. It should provide them with insight on how your previous professional experiences make you a suitable candidate.

The best way to structure this section of your CV is in reverse chronological order, starting with your most recent role. For each of your jobs to date, list the company, your position, the period of employment, and what you did while there – not only your responsibilities, but how you made your mark while there. Are there any stand-out achievements you can showcase? Can you include tangible benefits your skills provided the business? For instance, During my time with ABC Company, I was able to increase sales by 15 percent in just four months.

As you describe your previous roles, be sure to include programs and keywords relevant to your industry.



EDUCATIONAL BACKGROUND & PROFESSIONAL MEMBERSHIPS

Keep this section short and sweet. Summarise your most recent qualifications and work in reverse chronological order, back to high school. Highlight specific achievements with bullet points and any relevant extracurricular activities.

If you're a member of any professional groups relevant to your industry, include them here.



REFEREES

Providing the right referees is crucial. It's best to provide at least two work-related referees, preferably from different companies. Ideally, these referees will have worked with you in a role more senior than your own. While not essential to list their full details on your CV, it does speed up the process and instil confidence in the reader.

Note: be sure you've spoken with your referees in advance and have their permission to list them as a reference!



PORTFOLIOS

If you work in a field where portfolios or examples of your work are recommended, send these through along with your resume.