

Guide to Preparing a Winning Resume ...for Professional Roles

A resume is typically your initial introduction to a potential employer and it needs to leave a good impression.

We have provided a template document to get you started. There are also many internet sites you can search that provide templates as well. This is a guide as to what to include and will vary depending on your employment history and experience.

Here are some tips to consider when preparing your resume:

- Potential employers have a lot of resumes to consider so will only initially scan through each CV. At a glance, does your resume stand out enough for a full read?
- Keep your resume to a reasonable length. Depending on your experience, we would recommend anywhere between 3 to 5 pages.
- Your education and working history should be listed in reverse chronological order so that your most current experience is listed in the beginning.
- Consider including in your CV the reasons for leaving past employers, particularly to explain positions held for less than 2 years. This avoids potential employers making incorrect assumptions.
- Be honest and accurate about your background and capabilities and present the information as positive and enthusiastic.
- Format your CV using headings and bullet points and use a font that is clear and easy to read. Avoid flashy graphics and keep it professional.
- Avoid lengthy paragraphs. Summarise information and highlight achievements in bullet points. You can expand on further details during the interview.
- Do not leave gaps of elapsed time in your resume. If you were taking a break, unemployed, travelling or studying make sure to include this brief summary.
- Spell check! Ask a trusted confidant to read through your CV to check for spelling and grammar. They may also offer some suggestions on presentation and wording to assist you. Do not let errors detract from your skills and experience.
- Always include a covering letter when submitting an application. Refer to our Tips for Writing a Covering Letter.
- Emphasise your most relevant strengths and eliminate details that are unrelated to the position. It is a good idea to keep a full resume that contains details of all of your skills, attributes and experience. You can then use this as a basis for tailoring your resume to best portray the relevant skills and experience to each position you apply for.

Include a section 'Referees'. You may not wish to include their contact details initially but instead state 'available upon request'. If your application gets to reference check stage, this will give you an opportunity to contact your referees to ensure that they are available and can expect a call