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HOW TO PREPARE AN EFFECTIVE RESUME



Your Resume

Your resume is your silent salesperson. As your resume is vital, put lots of effort into its wording and presentation...

Can you do it?

Be sure what you put together represents what you want, who you are and why you are ideal for the job... if unsure seek help!

Be ready!

If you do the resume correctly, be ready for a phone interview.. Remember S-T-A-R. Whats S-T-A-R? found out quick!

“there is no success without hardship”. Sophocles – Greek Playright

Tips to effectively help you prepare your Resume to obtain the ideal job....



1. Resume Essentials

Before you write, take some time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier for you to prepare a thorough Resume.

2. The Content of Your Resume

All your contact information should go at the top of your resume, including Name, Address, Telephone, E-mail Address &

Web Site Address.

- Avoid nicknames.
- Use a permanent address. If yours is not permanent, maybe consider using a parents one
- Use a permanent telephone number. If you have an answering machine, record a neutral greeting.
- Add your e-mail address, this

provides alternate contact methods and as businesses are more reliant on technology this is helpful. (Choose an email that sounds professional)

- Include your Web Site address, although only if it represents your professional aspirations.



Professional Resumes by us!

Our specialty is assessing your skill sets and presenting you in the best possible light to potential employers...

The way we write is as if you have written the Resume yourself.....

Why not call us or visit us at www.harryluke.com.au

Objective or Summary

An objective tells potential employers the sort of work you are hoping to do.

- Be specific about the job you want. For example: To obtain an entry level position within the financial industry requiring strong lending and credit control skills.
- Tailor your objective to each employer you target, for every job you seek.

Education

New graduates without a lot of work experience should list their educational information first.

- Your most recent educational information is listed first.
- Include your degree, major, institution attended, minor/concentration
- Mention academic honors.

Work Experience

Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse chronological order – that is, put your last job first and work back to your first job.

Include:

- Title of Position
- Name of Company/Organisation
- Location of work (town, state)
- Dates of employment
- Describe your work responsibilities with emphasis on specific skills & achievements

Order Information

A staff member at your career services office can advise you on other information to add to your resume. You may want to add:

- Key or special skills or competencies,
- Leadership experience in volunteer organizations
- Participation in Sports.

References

Ask people if they are willing to serve as references before you give their names to a potential employer.

Do not include your reference information on your resume. You may note at the bottom of the resume: "References available upon request."



Always present yourself in the most professional of ways. Never give a potential employer a reason to dislike you on first impressions...



Having troubles writing your own Resume?

If so, do not hesitate in calling us on 03 9432 2226 to discuss what **WE** can do for you.....

3. Resume Checkup

You've written your resume. Its time to have it reviewed and critiqued by a career counselor. You can also take the following steps to ensure quality: Content:

- Run a spell check on your computer before anyone sees your resume
- Get a friend to do a grammar review
- Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and most importantly corrected).

Design:

These tips will make your resume easier to read and/or scan into and employer's database.

- Use white or off-white paper.
- Print on only one side of paper
- Use a font size of between 10 and 14

- Use non decorative typefaces
- Choose one typeface and stick to it
- Avoid italics, script and underlined words
- Do not use horizontal or vertical lines, graphics or shading.
- Do not fold or staple your resume
- If you must mail your resume, put it in a large envelope. If possible, put it into an express paid envelope as it stands out to the recipient of your resume the most.

What employers Want

Employers say job candidates who have excellent communications skills; good grooming habits, and relevant work experience impress them. Employers say they want trustworthy new hires that can move right in, get along with their co-workers, and get the job done without having to be babied at each step.