



Tips for your Resume

Cover Letter

It is a good idea to include a cover letter with your resume. It can be brief; however it is important to address your relevant skills and experience in line with the job criteria.

Personal Information

Contact details are really important. It is always a good idea to put all contact details and even point out the best one to be contacted on.

Education

List your educational history and include copies of relevant certificates/degrees.

Employment History

List your employment history in reverse chronological order placing your most recent position/employer at the top.

Next to the dates of employment (include the month and year e.g. Jan 2006 to Mar 2008) list the employers name and your job title. It is best to list your job duties in bullet point form, keeping it clear and to the point as this allows for easy reading and reference. It is also a good idea to put reasons for leaving a position.

It is recommended that your resume be approximately 5 pages and you shouldn't go back further than approximately 10 years. This ensures the reader stays tuned!

Spell Check/Proof Read

Always remember to proof read your resume as it is your first introduction to the client and gives the client an insight and impression of you!

Please refer to our Resume template