



RESUME WRITING

A resume sells you! It is a personal summary of your experiences and qualifications for the position you are seeking. Often the first contact you have with employers is your resume. It informs them of your accomplishments, educational and personal background, work experience, and interests.

Your resume tells an employer:

1. Who you are
2. What you know
3. What you have done

POINTERS FOR WRITING THE RESUME

A good resume is brief and concise. It must be easy to read. When preparing your resume, cover the following:

1. Limit yourself to 2 to 3 pages. This does not include copies of references and will vary slightly due to experience.
2. You should save your resume and continue to keep it up to date. It is important to give an up to date hard copy to employers.
3. Ensure that spelling and grammar have been checked.
4. Use clear and concise statements describing your experiences.
5. Use a heading at the beginning of each section.
6. Have someone review your resume.
7. When describing your experiences use action verbs that will stand out and tell the employer that you have really done something.



RESUME OUTLINE

1. Introduction

This may include details such as your name, address, date of birth and a contact telephone number for both home and business hours if applicable.

2. Education

Include name & location of your education; year of graduation, major programs studied, academic achievements, extra-curricular activities especially sporting activities as this demonstrates experience with team-work. Keep copies of any certificates to a minimum.

3. Skills and computer background

List computer skills/languages you know and computer systems you are familiar with, including computer software and application knowledge. Also add special computer related experiences. Include your typing speed and shorthand if applicable.

4. Employment/Work experience

Include any work experience, full or part-time, paid or volunteer. In reverse chronological order, the most recent being first, list the position you have held, specific duties, place of employment and location, and dates of employment. The description of the duties of each job should emphasize the tasks performed, indicating specialities learned, skills developed, scope of responsibility, and results achieved. Of particular importance are experiences illustrating leadership potential, organisational ability, communication skills, ingenuity, and team-work.

5. Interests/hobbies

Include a few hobbies that you have and are involved in outside of work ie...chess, movies, painting, photography and especially sports.

6. Community and service activities

Include community and service related activities that you have been involved in.

7. References

Under the heading "References" list names of employers' names you give permission to be contacted. Or "References will be supplied on request" will suffice. (It is important, however, that you are prepared to give at least three references). You may attach copies of written references if you prefer.