

Resume Do's and Don'ts

DO

- Use a clear format to make your resume as reader friendly as possible. Use dot point where you are able. Use a plain, fair sized text for easy reading.
- Create your resume with a sharp focus. Include an objective statement to tell the employer how you will benefit them. A clear and concise account of your history and background will create a good first impression.
- Research the job to target your resume more effectively. Your resume will connect with the employer more effectively and highlight your ability to do the job. Demonstrating an understanding of the position will highlight to the employer that you are an intuitive, stand-out candidate.
- Divide your resume into sections such as: contact details, qualifications and education, employment history, skills and experience (relevant to the job), and referees.
- Provide as much contact information as possible. Include a land line and mobile telephone number, as well as an email and postal address to make you easily contactable for prospective employers.
- Write your employment history, education, and qualifications in chronological order. List this information from the most to least recent.
- List your employment history job information in order of importance to the reader. For example: dates of employment, title/position, name of employer, city/state of employer.
- Include professional accomplishments when forming your resume. It's important to communicate what you have achieved.
- Proof read your resume carefully before submitting your application. Misspellings and typos do not create a good impression.
- Address your application to a specific recipient if such information is available.



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DON'T

- Do not include personal information such as your height, weight, age, date of birth, marital status, sex, ethnicity/race, or health in your resume. Also exclude reasons for leaving previous job(s), a picture of yourself, or any other information that could be perceived as controversial, such as religion, church affiliations, or political affiliations. It is illegal for employers to make decisions based on these details and so it is best to leave such information out of your application.
- When listing your employment history, do not use exact dates. Months and years are quite acceptable.
- Do not include hobbies or other irrelevant information in your resume. Try to limit the length of your resume to 2-3 pages; anything longer may become uninteresting.
- Do not submit your resume without a cover letter. A cover letter provides further focus to your application and allows you to demonstrate your knowledge of the role and company involved.

For more information or to get feedback on your resume, contact MS&A Employment via email at: resume@msaemployment.com.au