TIPS FOR WRITING YOUR RESUME

Crafting an outstanding resume is a vital step in presenting yourself as the ideal candidate to potential employers. This guide will equip you with the perfect starting point to ensure you put your best foot forward.

What is a resume and why do you need one?

Your resume is your best marketing tool in your job search. It outlines your skills and experience and helps hiring managers and recruiters understand how you can contribute to an organisation.

It is usually your first point of contact with a potential employer, so investing time in your resume is crucial to you securing an interview.

At MidCoast Council we regard your resume or CV as a key document in the application process. It helps different stakeholders understand your background and gives us insight into your career story and how you present yourself on paper.

This guide has been created to help you put together a professional resume that conveys your motivations, capabilities and achievements.

Three key principles to creating an effective resume:

Make it easy to navigate and read

- Consider how it's laid out, ensuring plenty of white space.

- Headings and bullet points can help in highlighting important information.

Clear, concise, and straight to the point

- Relevance trumps minute details.

- Avoid using complex jargon or unnecessary detail that could be overwhelming for the reader.

Make every line count

- Your content should highlight your experience and how you have contributed in previous roles.

- Focus on results - what you have achieved and the impact you made.

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Personal information

Knowing what to include, and what's not necessary on your resume will help you keep it short and to the point.

You should include:

- Your name and contact details, ensuring they are are clearly visible at the top of the first page.

- Include a phone number and email address that you use / check regularly.

- Your location / address is optional - however it could be an advantage to include it if you're living locally or in a location near to where the job is being offered.
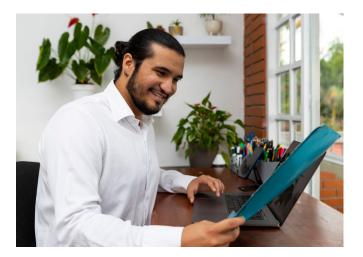
At MidCoast Council we are inclusive and support diversity, so we don't believe personal details impact your ability to do a great job. For that reason there is no need to include:

- Date of birth, gender, marital status or children

- Your religion or cultural beliefs

- Illnesses or disabilities

- Membership of any political or other types of organisations

- Other personal information such as hobbies, reasons for leaving previous jobs and salary expectations are also best left off your resume and discussed in person if relevant.

Employment history:

Outline your previous roles in chronological order, starting with your most recent role and working back in time. Make sure to keep it clear and easy to read, by following these tips:

- Company name, role title/s, time period

- Brief summary of role, but focus on outlining achievements instead of responsibilities

- When outlining your achievements, highlight how and what you contributed, and quantify this if possible (eg percentage increase)

- You can include academic achievements and life achievements in this section.

Style, language, tone and other important considerations

Your resume is your potential employer's first glimpse at you as a candidate for the job you're applying to fill. They will look at your resume alongside others, making it a competitive process where your resume needs to stand out from the crowd.

Some of the smallest things make a world of difference. Keep these tips in mind:

- Spelling and grammar - always spell check and proofread your resume, and ask a friend or family member to do the same.

- Never use abbreviations, slang or jargon.

- Language should be easy to understand, and your tone should be direct and confident.

- Use bullet points with succinct and concise sentences.

- Once complete, your resume should be no longer than 3-4 pages.

- If in doubt, leave it out - only include relevant education and training.

- Focus on past achievements and use specific examples. These should be selected to complement the role you are applying for.

- Include contact details for referees only after you've asked and they've agreed to provide a reference. It is also a good idea to let them know what role you are applying for.

- If you are presenting a hard copy of your resume, ensure it is clean, uncrumpled and presented inside a document wallet or folder.