

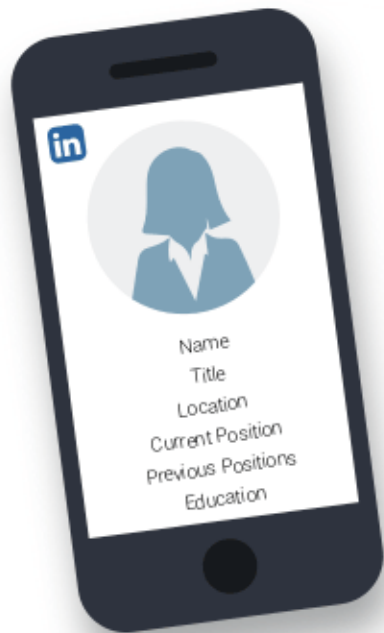
How to write your resume

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10 resume writing fundamentals

1. Easy to read
2. Brainstorm and plan, then write – don't just put pen to paper
3. Stay relevant – if it doesn't pertain to the role, don't include it
4. Omit age and marital status
5. Experience in reverse chronological order
6. The 3 second rule: the reader should understand who you are instantly
7. Use facts and figures
8. 3-4 pages is ok
9. Don't assume knowledge – be specific about technologies and skills
10. Update LinkedIn to match your new CV



Writing a good resume is hard

Accurately representing your experience, skills and personality in 2 (or 4 – more on that later) pages is one of the major obstacles in job hunting.

We want to make it easier, so we've broken down the most important factors in good resume writing into simple steps. To find out more, or if you'd like our team to help make your resume stand out to employers, then get in touch via email or phone.

Your resume should be easy to digest

An employer should be able to scan through your resume in a few seconds and understand who you are. This ultimately comes down to clarity, in terms of both content and formatting.

There are some really simply ways to achieve this.

- Include the most relevant information 'above the fold' – don't make the reader scroll down
- Ensure your resume is in reverse chronological order so your most recent experience is first
- Include the job title, company name, location, contract type and dates of employment in the header of each job role
- Explain any overlapping dates in your job history

- Use standard fonts (Times New Roman, Arial or Calibri work fine) with simple emphasis (bold or underlining) on sub-headers or key skills
- Avoid graphics, photos or custom templates – let your experience do the talking

Employers don't want any questions raised from reading your resume, other than 'when can they interview?'

BEWARE: Don't use photos, graphics or fancy formatting - it will only make your resume harder to read

Relevance is more important than length

It's essential to strike a balance between detail and brevity. Hiring managers only want the highlights of your education, experience and achievements. Skills with no cross-over value, projects in irrelevant industries or business areas, and your high school education are all extraneous – unless you're particularly early on in your career.

Having said that, the golden word is relevance. Although two pages is often stated as the optimum resume length, if your career history is full of roles and projects that relate directly

to your application, it's perfectly acceptable to stretch to 3 or 4 pages.

If you'd still like to include experience that isn't directly relevant, cut as much as possible to ensure your current experience and skills take center stage - the job title, company, location and dates are probably enough. We also recommend including any relevant courses that you have taken – such as Coursera.

Most importantly, illustrate your skills through achievements, backed up by facts and figures. Narrative description is no match for demonstrable output. Equally, be careful not to assume prior knowledge in technical or specialist skills – it should be understandable to a layperson. If you have experience in area X that implies a competency in area Y, be explicit.

BEWARE: Don't write 4 pages when 2 will do – avoid bloating your resume with irrelevant information

Use a logical structure

Include your contact information at the top of the page, followed by your profile. Profiles (or executive summaries or personal statements) are your opportunity to make your case, so use the space wisely. Tease exciting details from the experience section to encourage the reader on. Use industry terminology where applicable and pitch your language at the right level for the role in question.

After your profile, write a skills profile - a bulleted list of your key skills and competencies. Tailor the list for the job – add coding languages, technologies, business acumen and specialist skills, but nothing you can't substantiate, and nothing that's out of date.

Finally, list your work experience, then education (or vice versa, if it befits the role), taking care to put things in reverse chronological order. Hobbies and interests can often give the hiring manager a good feel for you as a candidate, so mention these in their own section, but be brief.

BEWARE: Your resume should match your LinkedIn profile - any inconsistencies could raise questions from hiring managers

Struggling?

Good resume writing takes time. Don't expect to nail it on your first try. If you're struggling to get started, focus on the main qualities you'd like to communicate – 3 or 4 keywords are fine. Then think about the roles or projects that illustrate those qualities most clearly.

Write out each of your previous job titles and companies. Think about your key responsibilities and successes at each one, and then focus on the most relevant aspects. Don't worry writing full sentences yet, just get down all of the information you want to include. Once you have this information, put the roles into reverse chronological order and start to write sentences around the key words, and then paragraphs around those sentences.

Use active verbs to describe what you did and how that helped the business or project. A good trick is to replace the phrase "responsible for..." with the active verb it refers to.

So rather than being "responsible for implementing a new system", you simply "implemented a new system" – presumably on time and to budget, which increased sales by \$x amount.

Use the first person and be consistent, but try to avoid starting everything sentence with "I".

Remember that if you need a second look over your resume or some advice on putting it together, our consultants have the experience and knowledge to help you. Alternatively, ask a trusted colleague, impartial friend or family member to review it and give you honest feedback.

Specialties

- Development
- Support
- Program/Project Management
- Business Analysis
- Quality Assurance
- Architecture
- Senior Management to CIO level