

Resume Tips Guide

This is your chance to show us why you are the right person for the job. Your resume tells us about your experience, your work history, and helps us understand how well you match the job you have applied for.

1 Resume Tips

- > Make it easy to read
- > Prepare it in Word or PDF format
- > Make sure your contact details are correct and easy to find
- > Detail your working history. Start with your most recent job and work backwards
- > Make sure you put your dates of employment, employer name and job title
- > List your relevant qualifications and the date you obtained them
- > Don't include unnecessary personal information
- > Proof read it before sending
- > Make sure you think about who will be your referees. You will need at least two, preferably your managers or supervisors.

2 Cover Letter

It's a good idea to include a cover letter. It gives you the opportunity to explain why you want the job and tells us the reasons you think you are a good match for the job.

If there is anything about your resume that needs explaining it is a really good idea to put that in a cover letter.

Use the cover letter to show us how your skills and experience are relevant to the position.

Don't forget when preparing your resume that this document gives us an indication of your communication skills and attention to detail.