

The 5 most important things to have on your resume

Your resume is the first impression a potential employer will have of you. It is a marketing / sales item of you so make it a good one!

When creating a resume always keep in mind that it needs to be easy to read and understood. Don't use jargon language, convey the right message but do it quickly and easily to keep them reading.

So what MUST you have on your resume? :

1. Contact details

It is of most importance that a potential employer is able to contact you in some way. Make sure you have your **Name** (avoid nicknames), **Address**, **telephone number** and **email address** (choose one that is professional). If you do not provide these essential details then you may miss out on the opportunity of a life time!

Always double check your resume to make sure all your details are correct, not miss spelt or incorrect numbers, that could be just as disastrous as if you didn't have any details on their at all.

2. Summary

The object is to write a dynamic paragraph / statement combining your achievements, skills and qualifications related to the position you are applying for.

The summary of your resume is to give the reader a quick over view of who you are and what you can do for them. Tailor your summary to your potential employers needs.

3. Employment history

The Work History is possibly the most important part of your resume. If an employer reads nothing else, they will read this section.

Your resume should address the position that you are applying for, make sure you list the most relevant employment experience for the position.

Clearly display the dates of employment and your position title. Also describe your duties and responsibilities that you had in each job, this will give the employer a broad perspective as to what skills and experience you have.

E.g.

Position: Office Manager
Organisation: ABC Consultants

Dates: 25th July 2006 to 18th April 2010

4. **Education**

It is always good to have a brief summary of your education, training and qualifications. Put your most recent educational experience listed first. Include degrees, major's, institution attended, year completed and if you desire to include your overall grade qualification grade.

E.g.

Qualification: Human Resource Diploma
Institution: Hunter TAFE
Completed: 2010

5. **Skills**

Here you can address any essential or desirable skills that the position requires. The skills section of your resume is an opportunity for you to note the key skills you possess which may be relevant to the employer. In this section you can tailor your resume to suit the position you are applying for by adding and removing skills with each application.

E.g. **Skills**

- Typing speed of 60 wpm with 100% accuracy
- Ability to work under pressure
- Knowledge of the current Occupational Health and Safety regulations
- Experience with working in a team environment or autonomously

Overall it is important to remember the number one thing that employers want to know is who you are and what you can do for their organisation!