
Resume Tips

Give yourself an extra edge by submitting a well-prepared **Resume**. Here are a few helpful hints to help you get your foot through the door... A Resume is generally a thumbnail sketch of what you have done and achieved so far. It's the one way that you have of catching the eye of potential employers and persuading them to invite you to an interview.

Which is why it's so important to spend time and attention on getting your resume right!

At a minimum, your resume should contain the following key sections:

1. Contact details
2. Qualifications
3. Work History/Experience
4. Referees
5. Additional Information

1. Contact Details

Your full name and current address, after hours phone number, mobile number and a current work number if you can be contacted during the day. You can also include your email address if you have one.

2. Qualifications

List your qualifications putting the most recent at the top. Ensure you include:

- The institute/school/University/TAFE you attended
- Where you attended, ie. Newcastle, Australia
- What was the resulting qualification ie. Certificate IV – Office Administration
- Completion Date

3. Work History & Experience

Start with the most recent position and work backwards, including the company you worked for and start and end dates. Emphasise all relevant experience and achievements gained within each appointment. (Relevant means experience that will be of use to you in your future working life and which will impress prospective employers because those are the skills they are looking for in their best staff.)

4. Referees

At least two people you have worked for (Supervisor or Manager) in the past that are happy to talk to a prospective employer, ensure to include all their contact details – Company, Role, Address and contact number.

5. Additional Information

You may also want to include information on organisations you are a member of and any licenses or permits that are applicable to your industry and interests. Keep this brief - you're in the office to work, after all!

Additional Tips

- Never send a generic Resume. Tailor your Resume to specific requirements of the job. Agencies and employers will want to see instantly how you fit the bill for the job advertised.
- Don't lie, or embellish the truth
- Keep it simple and short, a resume should only be 2-5 pages long.
- Format is all-important, remember to ensure the visual layout is "easy on the eye" but can also be quickly digested by the reader, so ensure all your key skills are at the top in bullet points. An "Arial 10" font is simplest and don't cram in too much or any visuals/colours.
- Always check your resume for spelling and grammar or better still get someone else to check it for you. You don't want to make your first impression a bad one.
- If you have access to a computer, make use of the Resume Wizard template, which can be accessed in Microsoft Word. This will make sure your resume looks professional!

Interview tips

- How to create a good first impression at the interview.

Remember: an interview is not an interrogation. It's your opportunity to find out about prospective employers - and their chance to find out about you.

As with all things, preparation is the key to success. When it comes to job interviews, you cannot prepare enough!

Here are a few tips to increase your chance of being offered a job:

- Try very hard to be punctual - being late doesn't create a great first impression!
- If you are kept waiting, try to remain positive! There will usually be a valid reason for a delay and any comments made in reception will filter back to your interviewer.
- Switch any mobile phone off during the interview
- Smile, shake hands and say hello politely and with enthusiasm when you enter the interview room
- Dress in a businesslike way - Always dress appropriately and for an interview
- Listen as well as answer questions - and to show you're interested, ask a few questions yourself
- If you are interested in the position, say so! Ask about the next stage and whether they think you are suitable for the position
- Determine if the person interviewing you is the person you will be working for or someone from the HR area (build rapport).
- Don't talk too fast, take your time during the interview and pause if you need to, a pause is never as long as it seems and this shows you are thinking about what you are about to say.
- Use solid examples to answer questions, this will address the criteria directly and convince your interviewer that you have the experience to do the job.
- Don't put down or discredit previous employers, always remain diplomatic and positive.
- Say goodbye as politely as you said hello

Be sure to know:

- Company, name, address and telephone number.
- Name and position of the person you are meeting.
- Directions on how to get there.
- Likely length of interview.
- Job description and any tests you may have to perform. Be certain about the type of job, responsibilities and objectives you are looking for.

- To create a good impression, try to learn as much about the job as possible before you go. Your goal is to use the knowledge you have gained about yourself and the organisation to demonstrate a “match” between your background and the needs of the employer. The best place to find out further information is from the Internet.
- Prepare some good questions - Your research will help you do this. Try to think of other questions that are relevant to what you've been told by the interviewer!

You are now fully prepared so remember to remain focused, confident, remember to smile and most of all enjoy it!!