

Top Five Resume Tips

The most important first step before launching into the job market and applying for positions is to refresh and update your resume. Many mums have been asking us to appraise their resume; we have put together the following top tips for getting your resume into shape.

1. Good resumes are concise, well laid out and easy to read. Your resume should be no longer than 3 pages. Employers just don't have time to read every page for each candidate.
2. Sell your best assets on the first page; highlight your career objective, key skills and summarize your previous employment history. Don't waste valuable space writing your name and contact details over half a page!
3. Tailor your resume. Make sure your resume highlights and summarizes your skills and experience that is relevant to the job you are applying for. It's important to tailor your resume each time so that the employer can quickly assess that you are the right person for the job.
4. Fill in the gaps. If you have been full time parenting and have had a gap from the job market, explain your absence rather than leaving the reader guessing what you have been doing. For example; 2005-2007: Full time parenting. During this time I have volunteered for... or undertaken casual work in administration...or I have been studying ...or I have project managed the renovation of an investment property etc.
5. Jazz up the resume design. Use bullets points and small paragraphs to highlight your experience. Remember your resume only has to get you an interview. During the interview you can share and explain all your experience and talents.

Modern resumes are constructed using heading such as;

- *Career Objective or Ideal Role*
- *Key Skills*
- *Employment History*
- *Key Responsibilities*
- *Key Achievements*
- *Education / Qualifications*

You do not need to include marital status, date of birth, religion, number of children, interests or even referees; instead you can say *references available on request*. Finally, do a spell check and ensure that it is visually appealing to read ie: not too text heavy.

Need more assistance?

If you would like more assistance designing and updating your resume, contact mums@work to speak to a resume consultant. Resume consultants can give your resume a makeover, draft and prepare a new format for you for as little as \$150.