



mums@work

enjoy work, love family...

Winning 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.

FACT 1: Good resumes are concise, well laid out and easy to read. Use a consistent presentation style and font size (eg. 11 point Arial.) Your resume should be no longer than 3 pages. The reality is employers will scan your resume for relevant key words and don't have time to read your life history!

FACT 2: The most pertinent information you need to convey should be on the first page; highlight your career objective and profile your key skills. Provide a brief overview of your employment history and personal achievements. The detail of past duties and responsibilities can follow on pages two & three.

FACT 3: Tailor your resume. Make sure your resume highlights and summarises your skills and experience that are relevant to the job you are applying for. Refer to the job advertisement for clarity on what you should include. It's important to tailor your resume each time so that the employer can quickly assess if you have the right skills/experience.

FACT 4: Fill in the gaps. If you have spent time away from the paid workforce while raising your family it is important to explain your absence rather than leaving the employer guessing what you have been doing. Consider any unpaid activities or volunteer work you may have undertaken and include these in your resume. For example; 2005-2009: Career break: 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.

FACT 5: Use bullet points and small paragraphs to highlight your experience. Avoid text heavy paragraphs. Summarise the key points you wish to draw attention to. Remember your resume only has to secure you an interview. During the interview you can showcase, your talents and experience in detail. Modern resumes are constructed using heading such as;

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

FACT 6: 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*.

Need more help; let mums@work assist, check out our [resume services](#) online or contact us on 02 9967 8377.