

Preparing your resume

- Your CV should be at least 2 pages long, but no more than 6 pages long.
- Avoid heavy formatting and using obscure fonts. It's better to keep it clean and simple as your tricky formatting or cool font may come out looking horrible on someone else's computer. And keep your font consistent throughout your CV.
- The front page is critical. It's not unheard of for companies & agencies to receive upward of 100 applicants for any given role, so it's important your CV makes an immediate impact. The front page should include a short career summary (which covers what you've done, and what roles you're looking for), your address & contact details, education, certificates, and a brief employment history (listing of all your previous roles, employers & dates). Also include your residency status.
- Use a lot of bullet points. It keeps things crisp and punchy.
- When describing your previous roles in detail, make sure you include a 2-3 line summary of what the company you worked actually does. Remember that not everyone will have heard of your previous employers.
- Include a skill matrix, that lists all the technologies you've worked with and how strong you are with them. Make sure you keep it relevant to the roles you are applying for (so for example, don't bother mentioning your C++ skills when looking for helpdesk roles). The best place for your skills matrix is probably on the 2nd or last page.
- Include some achievements in your resume. Something you have done in your career that you are proud of. Try to limit it to about 2.
- Always remember to keep your resume to the point. Resist the urge to write more than is needed.
- Resist the urge to PDF your resume. As this may look good most CRM's do not recognize PDF files and therefore you may lose out on a job due to the CRM not picking up your resume in a search.
- List a few interests. You never know when one of your interests might resonate with an interviewer.
- If you're multilingual, mention it. With business increasingly becoming global, the ability to speak another language is becoming increasingly beneficial.
- And finally, spell check your CV. It can absolutely destroy your chances to have typos throughout your CV.