BALANCE RECRUITMENT

Preparing your Resume

Your resume, along with your LinkedIn profile, is your most important tool while job hunting. It acts as your advertisement to prospective employers and recruiters. Your resume needs to sell you, and illustrate just how valuable and qualified you are.

Your resume doesn't need to be unique, but it does need to be cleanly set out, clear and intelligible and lay out your experience in a logical and easily accessible format. It needs to be easily read by a variety of audiences, from an inexperienced HR assistant to a C-suite executive.

It's not unheard of for roles to attract 100+ applicants; your resume might only have 30 seconds to make an impact. Here are some tips that will help you write an effective and professional resume.

- Your resume should be at least 2 pages long, but no more than 6 pages.
- One Resume, **One Font**.
- Sepll Check!!! Spell Czech!!Spelt Yeck!! Spell check! You will miss out on great roles because of a small typo or two.
- Keep it simple. No heavy formatting or obscure fonts.
- No photo. They can look you up on LinkedIn if they want to see your pretty face.
- Lots of white space
- The front page is critical and should include:
    - an aim or objective highlighting what role you are seeking,
    - a short career summary in table format,
    - your contact details (there is no need to put your full address),
    - education and certifications,
    - a table highlighting your employment history (listing of all your most recent roles, employers & dates),
    - your residency status (Citizenship, PR, Working Holiday Visa),
    - Don't state your date of birth or gender.

- Use a combination of bullet points and paragraphs. It keeps things crisp and punchy.

- Use Context: When describing your previous roles include a 2-3 line summary of what your employers business actually does and how you fit in to the big picture. Remember that not everyone will have heard of your previous employers.

- Use Numbers: How big was your team? What budget did you control? How long was the project?

- Include a skill matrix. This is table that lists all the skills you've acquired, your skill level and the years of experience for each one. Keep it relevant to the roles you are applying for (so for example, don't bother mentioning your Java skills when looking for CIO roles). The best place for your skills matrix is probably on the 2nd page.

- After you've briefly listed the duties of each role highlight 3 or 4 achievements for that role.

- Keep your resume to the point. Aim for around half to three-quarters of a page for your most recent jobs and less for jobs that are a touch older. Don't list any roles from 15 or 20 years ago.

- Don't PDF your resume. Some recruitment systems don't 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.