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must  
have  
when  
building  
your  
resume

# 1 a high quality document

Neatness in design and presentation are of the utmost importance. Ensure layout, grammar, spelling and content are all top notch.

No dog's breakfasts here!!!

# 2 Be role specific

Ensure your resume is tailored to each role and includes keywords relevant to the Job description and advertisement. Never just throw a generic resume at multiple jobs in a hope that one will stick.

# 3 Focus on your accomplishments

Briefly introduce each role in your resume, then focus on your accomplishments whilst in that position. If you can provide statistics even better, e.g. after a 6 month intensive employee engagement program our employee engagement survey indicated a 25% increase in employee satisfaction in their work and team relationships. Your resume is ultimately your 'achievements' and how you can solve an employer's pains and problems.

# 4 Cover letter or no cover letter

This is a really difficult question because ultimately it comes down to the advertising employer / hiring panels desires.

The key to cover letters is to complete one if:

- a) the role specifically asks for it; or
- b) it is a government vacancy; or
- c) it makes you more comfortable and confident in your application.

Cover letters are designed to summarise your experience, however they relate to the role and how your engagement can benefit them as an employer.

# 5 Proof read proof read proof read

Ensure your resume presents at the highest of standards. Even better than proof read, have someone else who knows the industry (and possibly the role) do the final proof read for you.

# 6 Align with your LinkedIn profile

It is highly recommended to keep your LinkedIn profile up to date and consistent with your resume. Pedantic panel members will compare the two and may even challenge you on any discrepancies which may cause doubt about your experience or even worst the feeling of dishonesty.

# 7 Know your resume at the interview

Make sure you know your resume inside out. Some panel members will review your resume thoroughly and may wish to ask you questions about its content and your achievements.

Remember your resume is purely the vehicle to get you to an interview, so ensure you spend additional and sufficient time preparing for any interviews.



# 8 Ensure you seek help where needed

When it comes to job seeking most people try and go it alone. Finding a job is a job within itself, it is time consuming, stressful, at times can be deflating and often comes with limited rewards, until you are successful enough in finding your next role.

Make sure you use your network to support you in your search and don't hesitate to ask others for help.



Personally I hope this guide has provided you with some food for thought when preparing your resume for future career opportunities.

If you would like further guidance on your resume or feel stuck please do not hesitate to contact me directly. If you are considering the hiring needs for your HR team do not hesitate to reach out to our team who specialises in the appointment of mid to senior level HR candidates within the digital, tech and legal sectors, across Sydney and Melbourne.

You can call me directly on:

+61(0)2 8011 4445 or use the below 'Strategy Meeting Direct Link' to book a time directly into my calendar.

Strategy Meeting Direct Link:

[Michael Bates - Strategy Meeting](#)

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