

Tailoring your Resume

This is not a one size fits all exercise – every job requires a made to order resume. You will need to rewrite it every time you apply for a new job to ensure that your skills and experience match their requirements. The easiest way to do this is to use their language and repeat it back.

There are three types of commonly used job applications: CV; Resume; or Profile. A CV (which stands for curriculum vitae) is used in academic circles – it gives detailed examples of your whole career and more specifically your credentials – as such, it can be rather lengthy. A Resume is a summary of your recent and relevant work history and much more concise. A Profile is a summary of who and what you are in general terms – more like a brief overview. For the average job market a Resume is the correct form to use.

1. What does a prospective employer want to know?

- An overview of who you are – a type of character reference;
- Your education and/or training certificates;
- Previous job experience;
- How your skills/knowledge/experience match the job criteria.

2. Heading:

- In large type (different from body text) - can be boxed or underlined to give emphasis.

Resume Joe Bloggs

Contact: 021 6787 4592

3. Format - Under one or two word headings (in this order):

- **Overview:** Who and what you are. This is your **Elevator Pitch** where you have just a few lines to sell yourself to a potential employer. Keep it brief and to the point.
- **Career History (or Experience):** Laid out with most recent job first in this order: Role/ Company Name/ Commencement and end Date.
Warehouse Manager. ABC Company. 1/10/2020 – 9/1/2022
- **Key Responsibilities:** Use descriptive adjectives - Successfully/Ensured/Implemented/ Maintained/Designed/Developed/Planned/Cultivated/Organised/Responsible for.
- **Education:** Include any Certificates or Training achievements; dates and place.
- **Skills:** List the skills you have developed along the way relevant to the criteria.
- **Interests:** Choose those which reinforce your skills and relate to the job requirements. This is where **Transferable Skills** can be an asset.
- **References:** Start collecting – you can't have too many good references. Remember to ask if they are prepared to follow up with a verbal discussion if required.

Note: Do not include your date of birth or your home address – both can create prejudices. Simply use your Mobile for direct contact (you will undoubtedly be using email for the application so they have all the need).

Hopefully it is now clear why each application requires its own Resume. The basics remain the same but Key Responsibilities; Skills and Interests must be tailored to match different criteria.

If you want to leave a footprint, don't drag your feet.
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