



your resume.

make it happen toolkit

stand out.

ten tips to writing a winning resumé.



1. provide all of your details

Include your name, address, mobile number, email address, LinkedIn and other URLs.

2. include a career snapshot

This section should only include relevant positions within the last ten years. Highlight specific organisations, positions and time frames. This can easily be achieved in a table format.

3. highlight your commercial capabilities

Choose five to six commercial capabilities that are you unique to your experience and include one or two sentences summarising that experience. This allows the reader to easily understand the skills you possessed.

4. tailor your resumé for every role

Show how you're qualified for every single role for by matching your qualifications, skills and abilities with the job requirements.

4. outline your education

Include your degrees, qualifications, training seminars and courses.

5. detail your work history and experience

List job titles, responsibilities and achievements for all of your key roles up until now, with your most recent experience at the top.

6. highlight relevant personal and professional achievements

You can show your achievements in the 'Interests, Activities or Awards' section.

7. say that 'references are available upon request'

Then have your referees' contact details ready (and give your referees the heads-up) so you can hand them over at your interview or on request.

9. quality not quantity

Keep your resume no longer than two or three pages. Make sure your grammar and spelling is perfect.

10. get a second opinion

Have someone you trust to proofread your resumé, then give feedback on the style and content.



dos and don'ts.

dos

- Be concise (three to four pages), with enough detail to get you the interview but not so it's over the top
- Use black font and larger typefaces (10-14 point)
- Use dot points so important things can be seen easily
- Use active language that shows what you've achieved, such as 'I increased inventory turns by...'
- Use past tense for your previous experiences
- Show current business, technical and professional groups including leadership positions
- If relevant, include some brief personal information, such as your interests or community activities

don'ts

- Overlook spelling, grammar or formatting
- Use the same resumé for every job
- Leave unexplained gaps in your work history
- Use abbreviations or jargon — change technical/specialised terms into general business language.
- Use fancy paper, colour or gimmicks for non creative roles (like Advertising or Graphic Design)
- Mention salary
- Bind your resumé, as covers are often torn off
- Use illustrations, borders, underlining or different fonts

sample resume.

0404 123 456
peter@gmail.com

Peter Person

The idea here is to have a very brief snapshot of, I've done this (x experience) I'm doing this(Y) and wanting this (Z). Qualified HR Professional, with X years across the generalist life cycle from HR Administrator, Coordinator and Advisory in industries XYZ. Skilled in ER and IR with an HR Advisor position, looking to leverage this experience in your HR BP Position.

Education

Macquarie University North Ryde, NSW
Bachelor of Business, Major Human Resources 2016 - 2019

Employment history

HR Generalist Sydney CBD, NSW
Admin Company 2018 - current

Admin Company ABS is a publicly listed company that provides investors with exposure to a portfolio of assets that are intended to show consistent positive returns.

Key duties

- *The idea here is to be short sharp and succinct hitting on the very key basics/core - strip away the 'fluff' - repeat for previous roles.
- Responsible for advising and partnering with multiple business units on the end to end life-cycle of HR.
- Recruitment and Selection: Led high volume recruitment drives utilising assessment centres (40+ roles)/low volume strategic hire through LinkedIn.
- Sourcing/Talent mapping and workforce planning / Reduced Agency spend by x amount.
- Rem and Ben: responsible for running fortnightly/monthly/weekly payroll utilising xyz payroll system, coordinating and liaising with payroll team to update the system regarding changes/salary benchmarking for the whole organisation/ revamping employee benefits scheme.
- ER/IR: Advising employees and managers on ER and other legislative requirements coaching through performance management/leading(supporting) complex ER investigations/union negotiations/EBA negotiations/advising on policy across 1/2/3/4/5 different awards/EBAs.
- L&D: Led training and facilitation in accordance with our CPD requirements for all areas of the business/ compliance of CPD.

Key achievements

- *One or two dot points, with 2 max 3 sentences with a brief outline of something unique you did within this position you are proud of, if this can be supported with metrics to make it tangible, that's even better.
- This is a great conversation starter. Ideas could be: Revamped the onboarding process, resulting in 13% higher retention rate during the probationary period. Increased EVP through a variety of initiatives and increased our engagement survey from 6.2 to 7.3.

Awards and recognition

- Employee of the Month, May 2019
- Received appreciate letter for coordinating annual conference, August 2018

Skills

- HRIS Systems: Workday/Pageup/Elmo/Employment Hero/Sage/PeopleSoft/ XYZ system
- Payroll Systems: Timetech/ ADP Payroll (End to end)/etc

Referees

Available upon request.

contact

Adelaide (08) 8468 8050

Brisbane (07) 3031 3291

Macquarie Park (02) 9615 5344

Melbourne (03) 8621 5700

Sydney (02) 9019 1600

Parramatta (02) 9615 5344

LinkedIn

