



# Writing A Resume

January 2009

## How to Sell Yourself (and get a nice price)

### Good Resumes are Written. Great Ones are Edited.

After you've written your resume, make sure you go back and read it again and again, tightening it up where necessary. Get a friend or family member to look it over. The more eye-passes it receives, the better it will be.

### Do the Time Warp

Always structure resumes reverse-chronologically ie list your most recent job first, and then go back from there. Typically your career will be progressing rather than regressing, and you want to list your best achievements first.

### Say It Quick

Try and keep resumes to one or two pages. HR people sometimes read a hundred resumes a day, and overly long or wordy screeds may be skimmed over.

### Say It Hot

Try to get across that you are a human being rather than a list of bullet points (not that there's anything wrong with bullet points). But don't get too clever.

### Don't Say What You Did, Say What You Learned

"Duties: Clerical administration, customer relations, boring the pants off people." Re-phrase that tired job description by describing how you grew rather than what you did. "In this job I gained excellent time management skills and learned how to better manage my company's external customers."

### Tailor

Always do a minor re-write each time you send off a resume based on the job you're applying for. Emphasise the more relevant aspects and edit out the unnecessary.

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