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*Good People... Good Value*

## How to write a winning resume

A resume is your personal marketing document, designed to 'sell' your skills and abilities to a potential employer. Research suggests that readers scan resumes within about 20 seconds, so it's important to show them at a glance why you are the best fit. To write a winning resume, ensure it is:

### Matched to the Job Description

Make the reader's job easy by showing a clear match between your skills and the job requirements. Clearly demonstrate how you meet the key skills, experience and attributes the employer is looking for. Emphasize your most relevant strengths and eliminate details that are unrelated to the position. Use similar key words in your resume to those used in the job description to create a link in the mind of the reader.

### Focused on Achievements

Highlighting key responsibilities is important, but don't list your daily workload. Your resume should focus on the unique accomplishments that make you stand out. Show how you contributed to the organization; did you save money or time, exceed targets, solve problems, improve processes, or attract new customers?

### Structured Correctly

Centre your contact details at the top of your resume. Include your name, address, phone number, cell number and email address. Next, list the relevant education and training that you have undertaken, starting with your most recent studies. After this comes your career history in reverse chronological order. List your job title, name of the employer, a short description of the company (if appropriate), and the dates you worked there. Then outline your key responsibilities, skills and accomplishments for each role. End your resume by naming your referees, or stating that they are available on request.

### Formatted Appropriately

Keep the layout of your resume simple with lots of white space, bulleted information and a plain, readable font. Three or four pages are usually sufficient, so choose clear, concise language. It's a good idea to have it proofread by a family member or friend.

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