

Job seeker's toolkit

> Preparing your resume

When you apply for a job, your prospective employer will want to see your resume.

Your resume is a marketing tool that outlines your skills and experience relevant to the job. It can also be called your Curriculum Vitae (CV).

Your resume should be updated regularly, whenever you finish a job or complete a training course. It should also be tailored for each job you apply for. It might be a good idea to create a master resume and then use it to create tailored versions for each job application.

The most important thing when writing your resume is to make sure it is relevant to the job you are applying for. MJP can help you develop your resume.

What to include in your resume

- > **Contact details:** Include your name, address, phone or mobile number (if you use a telephone type writer (TTY) phone or use a telephone relay service, you might consider making a note about this in your resume, as some employers may not have communicated through these systems before) and email address. You do not need to include personal details such as your date of birth, marital status and gender.
- > **Employment history:** Include all relevant work history, including volunteering and work experience. Provide details on the name of your employer, the job title, the period of employment and your key achievements, starting with the most recent position.
- > **Demonstrated skills:** Look at the details and selection criteria of the job, consider what skills are required for the position and then list your relevant skills. If relevant, include information about your proficiency in the range of relevant software programs you use. This is usually recorded as either 'basic', 'intermediate' or 'advanced'. Be honest as the employer will expect you to perform at the level you have indicated in your resume. Make sure you have provided specific examples of your achievements and how you have used the skills you have.
- > **Education and training qualifications:** All relevant education and training qualifications should be listed in this section. Provide details on the name of the institution where you studied, course title and date completed, starting with the most recent items first.
- > **Special achievements:** Use this section to highlight your special achievements. This could be a work goal, community work, volunteering or a sporting achievement.
- > **Referees:** Include contact details for someone who has supervised your work, or who has a good knowledge of your ability to do the job. Your referees can include a previous employer, supervisor, teacher, trainer, coordinator of voluntary work or a person you have done 'odd jobs' for. If you have a strong work history, try to include at least two previous employers or managers. You can also use your MJP Support Officer.

When choosing your referees you should also make sure your referees know you well and can be contacted easily. Contact your referees to let them know you have put their names down and to get their consent to be named as a referee. You may also want to talk to your referee about the type of job you are applying for, the skills required and how you match the requirements of the job.

- > Your resume can also include a statement of your career objective, relevant computer skills, relevant professional affiliations and other relevant skills (e.g. languages). Some people like to include information about their hobbies and interests so that the employer can get to know more about their personality and interests outside of work.

Presenting your resume

- > You should make it as easy as possible for a potential employer to read through your resume, so keep the format simple.
- > Do not use bold or italics in the main text of your resume, only use this formatting for headings and sub headings. If your resume is longer than one page, include page numbers, your name and contact number in the footer on all pages.
- > Use a standard font like Times New Roman, Arial or Verdana, at a standard readable size (either 10 or 12 point).
- > Your resume is a living document so remember to update it regularly and keep copies of each update. You will find your resume a handy reference if you need to look back.
- > A tailored resume is a great tool to enhance your employment opportunities and if you are not getting interviews with your current resume, make some changes.
- > You should proof read your resume thoroughly. A good way to double check everything in your resume is to read it aloud or ask a friend or family member to read it.
- > When you are happy with your resume, you should print it on clean, white paper. Some people like to present their resume in a folder. You can also attach a covering letter.
- > It is also very important to follow any instructions the employer gives about presenting your resume.
- > Take two copies of your resume so you can leave one copy with the employer. If you are attending a panel interview, take one copy for each panel member.