

# SIMPLE RESUME TIPS

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## RESEARCH ONLINE

Before piecing together your resume, research each company to ensure you are applying for a job with a business that is sustainable and will support your career with them

## BE SPECIFIC

Apply for roles that you are capable of performing and target certain businesses. The quality of your application is important.

## SELL YOURSELF

Don't be shy, show off all of the wonderful talents you possess. Ensure it is relevant to the job and use enthusiastic language.

## BE REALISTIC

Only list skills that you are capable of performing in a real world case. Do not lie on a resume or you may end up red-faced!



## RESEARCH THE INDUSTRY

Make sure you do all of your checks on each company and the industry you are seeking work in, just as they would do on you!



## RESEARCH YOUR COMPETITION

Ensure you know what others in your industry are doing and make sure you compare your skills and experience with theirs



## WHAT DO THEY WANT

What kind of person does the company typically hire? Do you fit in with the culture of the organisation? Find out what they want first

- 1 FULL NAME**

Ensure to use 1 name on all applications. This avoids confusion or duplicate applications
- 2 YOUR LOCATION**

Only include where you are currently located, you don't need to include a full address a city or suburb is sufficient
- 3 GIVE YOURSELF A TITLE**

An example is "Cyber security analyst" or "Business development manager", this is a title to summarise what your skills equate to. Ensure it relates to the job you are applying for.
- 4 BE GOAL SPECIFIC**

Generic "objectives" are the first thing that is read, ensure you are detailed in what you are seeking, this sets exactly the type of role and organisation that you are seeking to join and why you are applying for the job
- 5 LIST ALL SKILLS**

This is your opportunity to sell yourself, list all the skills that you are best at and ensure they relate directly to the position you are applying for. Example a sales role you may want to list "Building meaningful relationships with customers"
- 6 TRIPLE CHECK SPELLING**

Spelling and grammar can be very obvious to a fresh set of eyes and it instantly makes your reader assume you were careless when compiling your resume or that you overlook errors
- 7 GIVE EXAMPLES**

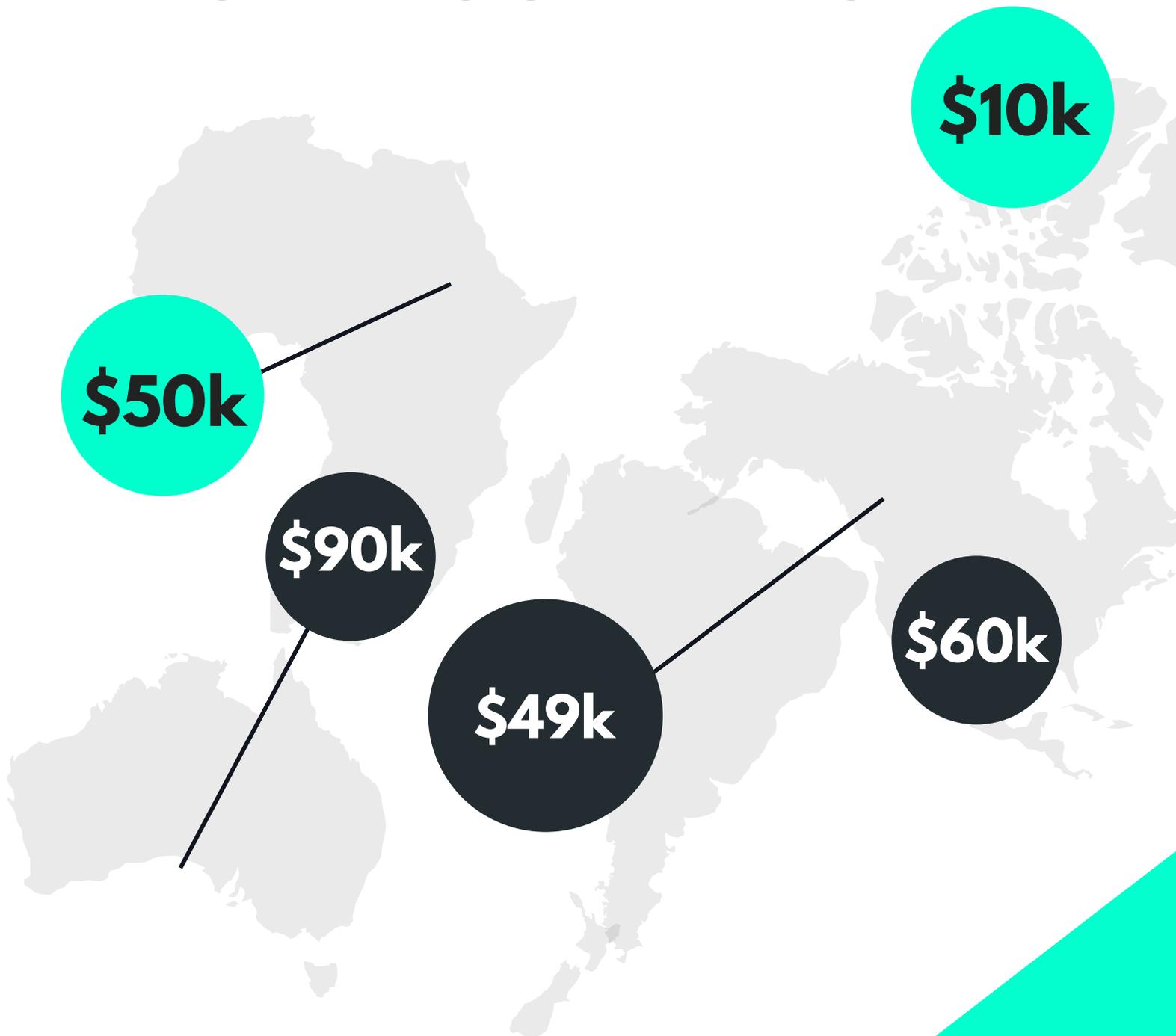
Include some stories or demonstrate examples of projects you were involved with or targets you specifically reached in a previous job
- 8 HAVE ENOUGH SUBSTANCE**

Two big mistakes are too little information or too much information, always go with more rather than less. If your resume does not have enough detail the reader will assume you don't possess the experience they are looking for.
- 9 PERSONALISE EACH APPLICATION**

Never apply for more than 10 jobs at any given time. Quality is more important than quantity and spending a little more effort to personalise your resume for each job may seem tedious but you will see a difference in your application responses. This may lead to a higher salary!
- 10 LIST YOUR APPLICATIONS**

Note down each role you apply for and the basic information of the role location, skills or salary so that when you do receive a call you are prepared.

# KNOW YOUR VALUE



Salaries vary from city, to country to region depending on demand. When applying for jobs ensure that you have researched what salary will suit your skills best. Do not rely on job advertisements too heavily as a guide because usually this will be the top end of a companies budget.