

RESUMES AND COVER LETTERS

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Outcomes Producer

WDI19

RESUMES

HOW LONG DO RECRUITERS SPEND ON RESUMES?



Six- second
scan

WHAT DO RECRUITERS LOOK FOR IN A RESUME?

1. Keywords – anything specific like skills, tools, e.g. HTML, JavaScript, Backbone
1. Job title
2. Start/finish date

FORMAT

- PDF but sometimes recruiters ask for Word Docs

WHAT EXACTLY DO I COVER IN A RESUME?

1. Name and contact details
2. Profile/Summary
3. Experience
4. Skills + Tools
5. Education
6. Timeline

NAME + CONTACT DETAILS

- Title- web developer/FE developer/digital designer etc.
- Email address
- LinkedIn
- Phone number
- Portfolio/website link
- GitHub/repository link

PROFILE

- Short, succinct, unique:
 1. Who are you
 2. What can you offer
 3. What role are you looking for

SKILLS/TOOLS

- Languages/Frameworks – everything you've learnt in the course
- Other transferrable skills e.g. project management
- Tools – Any software etc
- TIP: Don't use infographics - unless you're proficient in most things

EXPERIENCE

- Fairly self explanatory – this is your career history
- You can include a line or two about the nature of the company if it's not immediately clear
- Listing your duties/responsibilities in bullet points makes it easy to scan
- Make sure to highlight information that is most relevant to your next role
- AND GA!

EDUCATION

- University degrees
- Diplomas
- TAFE courses
- Short courses
- Certifications
- GA!

ONE PAGE RESUME VS MULTI-PAGE

One page:

- For people with self-explanatory career history; such as designer, programmer, accountant, or someone that has worked in the same role their entire career
- Also great if you have a brief career history or have only worked at 2 or 3 organisations

Multi-page:

- For people who need to explain a little about their role, responsibilities, and achievements
- If you have a long career history

PICTURE OR NO PICTURE??!!



SOME EXAMPLES...GOOD

HELLO!

My name is Will and I am a web developer. I love building applications that solve real problems. I am also interested in innovation and entrepreneurship.

My favourite quote: "Talk is cheap. Show me the code."

EDUCATION

GENERAL ASSEMBLY: WEB DEVELOPMENT IMMERSIVE, OCT15

This is a full time, 3-month intensive course which covers both front-end and back-end web development. I created a Netflix-for-books application for my final project which allows users to read all the books they want on a browser.

UNIVERSITY OF NSW: BACHELOR OF COMMERCE, 2009 - 2012

Majored in Finance and Actuarial Studies. I founded the Entrepreneurship Society to improve the quality of innovative thinking and to stimulate entrepreneurial skills in students and UNSW alumni.

JOB EXPERIENCE

CO-FOUNDER: COOL AS A FOX (FASHION E-COMMERCE), JUL15 - NOW
We sell socks Australia wide for those who wish to express themselves through colourful/quirky socks full of characters. I am mostly in charge of the site development and fashion buying.

CREDIT/BUSINESS ANALYST: CBA & NAB, JUL12 - JUN15

Provided credit approval and recommendations on mortgage applications submitted by brokers.
Collated information on IT environments (CommSee and SAP) and conducted reviews on systems/processes for continuous improvements.

CO-FOUNDER: TEEBII (E-BOOKSHOP), JUL11 - DEC12

We helped students save money from buying expensive uni textbooks by providing textbook-rental service. My main responsibilities included marketing and funding strategies.

AWARDS

UNSW DEAN'S AWARD FOR SERVICE: 2010

For contributions in promoting entrepreneurship in UNSW

VARIOUS BUSINESS PLAN/PITCHING COMPETITIONS: 2011 - 2012

1st runner-up in TieCon National Pitching (TEEBII), 1st runner-up in John Heine Entrepreneurial Challenge (GoCatch, a taxi booking application)

WILL TAN

FULL STACK WEB DEVELOPER



william.tanzy@gmail.com

0430 765 887

www.twilzy.com

www.linkedin.com/in/twilzy

www.github.com/twilzy

SKILLS

Javascript | HTML/CSS
Ruby | C/C++ | Clojure
 Sinatra | Rails | Node.js
jQuery | AJAX
Backbone | React
PostgreSQL
Git | Rspec | Jasmine

FUN FACTS

Top 20 of Taiwanese Idol
Raised \$25K for Japanese Tsunami victims in 2011
State-level chess player

INTERESTS

Coding | Travelling | Crossfit
Cooking | Singing | Gaming
Movies

SOME EXAMPLES...GOOD

DANIEL HIGGINS

Address: 4 Lloyd Place, Casula NSW 2170 | Mobile: 0401 723 788 | Email: noelhiggins@gmail.com

PROFILE

As a self-motivated, enthusiastic and dedicated individual I thrive in an environment where I can utilise my excellent communication skills and strong work ethic. I have a range of skills across Human Resources, Finance and Hospitality, which I believe I can transfer to any industry. I have recently completed certificate of registration in real estate and looking to develop a career in the Real Estate industry.

PROFESSIONAL SKILLS

- Excellent oral & written communication including advanced report writing
- Accountable and responsible with strong work ethic
- Negotiation and selling skills
- Team player and understanding and respect for all cultures
- Self-motivated, strong attention to detail and results driven
- Ability to recruit, train, mentor and lead teams
- Strong ability to problem solve and prioritise workloads
- Work Safety awareness and served time in OH&S committee

TECHNICAL SKILLS

- Excellent computer skills in MS Office – Word, Excel, Outlook, PowerPoint and Visio
- Solid experience with recruitment databases – Fast Track and ACT database
- Competent in various online trading rooms & ability to use custom made indicators
- Fast and accurate typing skills of 65wpm

EDUCATION

- 2014 **Real Estate Diploma (currently studying – expected completion 2017)**
Real Estate Institute of NSW
Certificate of Registration: 03193523
- 2011 **Forex Trading (Short Course)**
YTR Ltd
- 2011 **Wealth Management (Short Course)**
21st Century Academy
- 2010 **Forex Trading (Short Course)**
21st Century Academy
- 2008 **Leadership Program (6 month in-house)**
First Advantage
- 2005 **Completed units from Diploma of Human Resources Management**
NSW TAFE, Liverpool
 - Recruitment Selection
 - HR Policies & Procedure
 - Training Small Groups
 - HR Management

SOME EXAMPLES...GOOD

LIZ SHAW

Web Developer and Designer

WEB: [linkedin.com/in/lizhelene](https://www.linkedin.com/in/lizhelene)

EMAIL: liz@thuliz.com

EDUCATION

2007 - 2011 + B.Sc. with Honors, Biological Science
[Rochester Institute of Technology](#)
 Minors in Computer Science and German

WORK EXPERIENCE

2007 - Present + RIT ACADEMIC TECHNOLOGY SUPPORT
[Technical Support Assistant](#)
 Developing and designing PHP email forms with Javascript elements for university-wide use. Troubleshooting and addressing browser compatibility issues for web development projects. CSS designs and macro scripting for wikis. Creating video tutorials. Supervising and advising technical support staff. Performing technical investigations.

2009 - Present + ROGER WILLIAMS UNIVERSITY
[Web Developer](#)
 Developed PHP-to-WordPress email forms for creating, cataloging, and managing proposals for the university curriculum committee. Provided a custom web interface and patched incompatible WordPress plugins. Communicated with relevant vendors in order to further the project.

2010 + ZIPCAR SEATTLE
[Marketing Street Team Associate](#)
 Engaged a variety of different people while distributing materials and signing new members. Recommended marketing strategies.

2007 - 2009 + REPORTER MAGAZINE
[Executive Editor](#)
 Regularly wrote and assigned articles while serving as a staff advisor for a weekly full-color magazine. Copyedited and managed all written content. Communicated intended layout to designers.

2006 - 2007 + AUSTIN MICHAEL INTERNET SOLUTIONS
[Web & Graphic Designer](#)
 Integrated SQL and PHP to create custom frontends and backends for altering website content. Managed and manipulated JSP pages. Designed templates for a Java-based shopping cart product. Provided web and graphic design following client consultation. Implemented feature requests. Addressed browser compatibility issues. Created and managed MySQL databases. Created animations and other multimedia. Designed company logos.

QUALIFICATIONS

Software:
 Adobe Captivate, Adobe Fireworks, Adobe Flash, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Eclipse, Microsoft Excel, Microsoft Word, Pagemator, Screenspresso, Sequel Pro
Content Management Systems and Tools:
 Adobe Connect, b2evolution, CommuniCart, Confluence Wiki, Desire2Learn, Drupal, Google Analytics, Joomla!, phpMyAdmin, PrestaShop, WordPress

RELEVANT LANGUAGES



REFERENCES

Ken Kindler, RIT Technical Support Specialist
 Relation: Supervisor
 Phone: Available upon request
 Email: Available upon request

Dr. Roxanne O'Connell, RWU Professor
 Relation: Web Design Client
 Phone: Available upon request
 Email: Available upon request

Jen Loomis, Vitaprint Lead Software Engineer
 Relation: Editor-in-Chief
 Phone: Available upon request
 Email: Available upon request

Carl Horton, Austin Michael Internet Solutions CEO
 Relation: Supervisor
 Phone: Available upon request
 Email: Available upon request

SOME EXAMPLES...BAD

Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283
DoB: 27 February 1985
Gender: Male

Email: coolguy007@hotmail.co.uk
Nationality: British
Marital-status: Single

Personal Profile:

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

Education:

1991 – 1992	Collingham Gardens Nursery
1992 – 1996	Stamford Primary School
1996 – 2002	Hall Green Secondary School
2002 – 2004	A-Levels Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Work:

2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.

Hobbies:

I enjoy skiing, hiking, playing football, bird watching and going to Church on Sundays.

Reference:

Mr Evan
Tesco
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.
Tel: 078 4320 3833
E-mail: evan_sanders82@hotmail.com

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COVER LETTERS

A COVER LETTER IS THE BRIDGE BETWEEN YOURSELF AND YOUR RESUME



YOUR CHANCE TO DEMONSTRATE:

- That you can speak their language
- That you understand their business + the job description
- That you are a clear and coherent communicator

TIPS:

- Research & always address it to the right person
- Follow the job description
- Where did you meet/find out about this role?
- What do you love about the organisation?
- Why are you *perfect* for the role? Includes background + hard skills + soft skills
- Call to action

Further reading: <https://www.themuse.com/advice/the-8-cover-letters-you-need-to-read-now>

Q&A

Thank you!