

**CAREER
LIFE
TRANSITIONS**

STANDOUT RESUME'S



**EVERYTHING YOU NEED TO KNOW TO
LAND YOUR DREAM JOB**

How to write a Standout Resume

Your resume is the foundation document of your career, it needs to capture your essence. It maps out your career, is a record of your past achievements, and aligns you for the future, your next step.

Your past career is an indicator of your future.

Your resume will:

- Provide you with clarity about your skills.
- Give you time to consider your achievements.
- Allow you to plan the next steps of your career.
- Assist you with networking, at any time.
- Ensure you are ready to react to any opportunity.

Don't leave your Resume to the last minute or when you desperately need it. It's your personal branding and marketing document, it needs consideration and thought. It's the first impression document for your career.

People generally dust off their resume at the last minute when they desperately need it, and the result is predictable, it rarely generates the enthusiasm in the reader (potential employer) they were hoping for.

You wouldn't leave your health to chance, why would you leave your career to chance?



Get ahead of the game

Your resume is a testimony to your career. Your personal brochure. Keep it up to date, impactful, and relevant, you never know when that dream job will present itself!

All the tips you need for a winning Resume are right here.

We would like to impress on you the importance of an effective Resume and its relevance in today's competitive job search market.



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Resume Template

MATTHEW CITIZEN

0444 555 555 (m)

03 9555 5555 (h)

matthew.citizen@gmail.com

Don't include your address, nationality, gender etc. It's irrelevant at this stage.

Don't include pictures of yourself.

Use a safe font such as Arial or Times Roman with a minimum font size of 11.

Don't use tables or complex layouts.

Don't put a boarder around the pages or 'frill' them up in anyway.

CAREER SUMMARY

In this short paragraph you want to speak about your role or profession (or state yourself in terms of the role you're going for) followed by your industry, years of experience and some of the key value adds you bring. For example:

Senior Manager with over 10 years experience in the abc industry including operations, transactional work, new product development, and major regulatory change projects, of which 5 years spent in compliance in one of the four major businesses in Australia. Key personal strengths include the ability to build relationships, effectively problem solve and remain focussed on delivering positive outcomes for the business.

Use lots of good adjectives such as excellent, outstanding, focused, results oriented etc.



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KEY SKILLS INCLUDE:

Add the top 5 or 6 skills, at least half of them must be technical skills, try and avoid generic people skills (e.g great communicator or team player). If you are applying for a job, these should include the “must have’s” of the job you’re applying to. If the skill you have is not relevant to the role or roles you’re looking for, don’t include it on this list.

Outstanding ‘role’ competencies.

Comprehensive understanding of manufacturing systems.

Excellent systems and process understanding.

Ability to deliver results consistently, even under adverse conditions.

Exceptional people leadership and management capabilities.

On page one you want to ensure you include:

1. Summary
2. Key skills
3. Your last role (or at least the title, summary and one or two of the achievements).

CAREER HISTORY

The Company INC

2001 – 2011

The Company Inc is an Australian based organisation providing services to the financial industry.

Senior Management

2005 – 2011

Don’t start with the date, keep this to the right.

Write a sentence explaining the company.

Under your role title, provide a one or two sentence overview of your role, as if you were explaining it to someone in 10 seconds.

Don’t list your previous job activities or responsibilities.



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ACHIEVEMENTS

Achievements needs to have an action AND a result, you need to state what you did and include what the result was, not just what you did. This list should be no more than 5 or 6 achievements and if you are applying for a particular job, the achievements need to align with the role you are applying for, NOT just what you want to say, or what you're most proud of.

Delivered a health and safety program that reduced LTI from 4 to 0.5 within 3 months.

Or

Managed the roll out of a 6 sigma process that reduced costs in my area by 15% in the first 3 months.

List the next job from within the last 10 years only, and format them in the same way as above. Please do not increase the number of achievements, even if they were more substantial in previous roles, your recent job is the most important.



PRIOR POSITIONS

Any roles you had prior to 10 years, put down in the following format only, do not elaborate on these as per above unless there is something in your previous history that specifically adds value, but you may even consider adding this to your introductions statement.

ABC Company

2000 - 2001

Project Manager, Y2K

1993 - 2000

ACME Incorp.

Business Analyst, Sustained Productivity Project

TERTIARY EDUCATION

MBA - Accounting

1987 - 1990

University of Sydney

PROFESSIONAL DEVELOPMENT

- *Risk and Business*

ABC Academy

- *Effective Time Management*

The Institute

REFEREES

Use referees specific to the job you are applying for.

Putting on request will give you the chance to advise your referee and brief them on the position you are applying for.

Available upon request



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MORE TIPS

Don't include your personal hobbies or activities unless they relate directly to the job.

If you took leave to travel etc. outside of the last 2 years, these are not relevant on your resume, unless it was a substantial amount of time...1 or more years. If that's the case note the reason and be prepared to explain it. i.e Took a year off to travel.

If you are going back to work after maternity leave, then note this on your resume.

Always put your highest title of your last previous role even if you started from the bottom and worked your way up. Depending on the variety of roles you may not even divide multiple roles for the same company up unless you think it will be an advantage to your new employer.

Keep your resume to 3 pages.

If you were part of a team that achieved something major, you should include that achievement on your resume (even though it was a team effort). Don't be shy with your successes.

The most challenging thing is for people to speak about themselves and their achievements, look at this as an opportunity to speak about what you did in factual terms rather than thinking about it as 'blowing your own trumpet'.



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