



better work, better life

Writing a winning resume

Your resume is your personal sales tool for success in business. It's the all-important first stage in selling yourself and your skills to recruitment agencies and potential employers.

For job seekers entering the market, it's important to present yourself, your skills and study achievements in the most positive light. That's why the resume is so important in communicating your unique set of skills to prospective employers.

Research

Do your homework! Study the various types of resumes and decide which type suits you best. Gather necessary information such as past employment and references to give you an added advantage. Before you start, consider how you are going to write in terms of highlighting your accomplishments, achievements, skills and abilities.

Objective

Determine your job search objective and structure the content of your resume around it. Use your objective as a focus when you write your resume. A resume with no clear objective will come across as vague and unclear to the person reading it.

Unique Selling Proposition (USP)

Sell, sell and sell! Think of yourself as a product and market your way through. What will give you a competitive edge over other potential candidates? What makes you unique? Make sure to convey these specific details in your resume.

Look and Feel

Layout is important. Use spacing and a suitable font type and size to ensure your resume is easy to read and easy to follow through without causing eye fatigue. Use bullet points or short statements rather than lengthy paragraphs. Bulleted sentence format makes it quicker and easier to read. Put headings in bold but avoid too many fonts and graphics. Limit the length of your resume to 1-2 pages as resumes are usually reviewed quickly and print on quality white paper.

Showcase

Bring your best to the table. Lead with your strengths. Put your strong points at the front of your resume where they are more apt. Highlight your breadth of knowledge and include any volunteer and charity work or significant achievements. Portray a strong positive front and use action words and buzzwords to add life to your resume. Keep it simple and stick to the facts. An overcrowded resume will distract the reader away from your unique selling points. Most importantly, keep your resume current.

Free from Errors

A resume fraught with mistakes can deter potential employers from reading. Always proof read and ensure that there is no spelling, grammar, punctuation or typing errors. If possible, use Microsoft Word to type your resume. Have someone else to proof it as well.

Want some more simple, yet effective tips for succeeding in today's working world? Contact an Adecco staffing professional today and they'll give you more great advice to succeed in today's workplace!