

Hugo's top tips for a killer resume

1. Pick a resume format that fits your chosen industry

Not all industries look for the same thing in a resume. Do some research and look at different kinds of resume templates to find the best fit for your area of interest.

2. Start with your name and contact information

This may sound obvious but often people will put their details at the bottom. Put it up the very top where it's going to be the first thing seen.

3. An opening statement sums up who you are

Depending on the industry, often a short opening statement gives your potential employers an idea of who you are in an easy to access way.

4. Keep your resume clear, concise and to-the-point

Hirers don't spend a lot of time reading a resume, so keep it short and easy to read. Numbers and dates can help keep things clear.

5. Add relevant work skills or achievements

Potential hirers tend to spend only 6 seconds per resume so prioritise the work experience, achievements and skills that are most relevant to your potential employer.

6. Present a clear overview of your education

Whether or not your education is relevant for the job, your educational background demonstrates the transferable skills and experience you have.

7. Spell and grammar check

There's nothing worse than having a typo on your resume. Take time to proofread and get it right. Try reading it aloud or having friends or colleagues check it with fresh eyes to find things you missed.

8. Keep your sentences short

Employers tend to skim resumes. They look for keywords. Short sentences mean you can fit more content in. It makes it easier and faster to read.

9. No relevant experience? Don't panic

No relevant work experience doesn't mean you won't be a valuable employee. Show that with other relevant skills, experience and knowledge.

10. Use keywords from the job posting where relevant

Keywords will show you what your potential employer is looking for and you can tailor your resume to show you have what they are looking for.

Need more resume and career support? Employ Me is a free service run by Cockburn Youth Services that can give you all the career-related support and advice you need. Find out more at bit.ly/cysemployme or call **08 9411 3888**.