

REMEMBER....

Some basic principles to keep in mind when creating or updating your resume:

- It does not have to include every single job you have done or every detail about you if it's not relevant to the position you are applying for.
- It needs to indicate what you can do in the future not just what you have done in the past
- Don't let it become a dry list of information
- Needs to indicate that it has been written for the particular job that you are applying for, and not just a standard document sent out for every job in hope that it may be the right one for them.
- Don't write 'only' in your resume in reference to if you have done any casual/part-time/temporary or acting roles.
- Avoid italics and underline (they don't fax or scan into a database well) and make more difficult to read, as does the use of too many brackets)
- Make sure you check your spelling, one typo can reduce your chances by up to 70%, get others to read it also as they will likely pick up things you have overlooked.
- Your resume needs to be long enough to get you an interview

Resume Assistance Websites

www.careers.unsw.edu.au

<http://resume.monster.com>

<http://www.resumeedge.com>

<http://www.acpeople.com.au/resume>

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It is not about *who* the best person for the job is, but who *appears* to be the best person for the job.

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