

myambition

managing your career success

Resume Writing eBook



Get your resume to the YES pile...

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Table of Contents

SECTION 1 Before you write	3
Objective of a resume.....	3
Tailoring your resume.....	4
Format options.....	5
SECTION 2 Getting ready to write.....	9
Presentation & Appearance	9
How to use keywords in your resume.....	10
SECTION 3 Writing your resume	13
What to include.....	13
Items to avoid	14
First page	16
Work Experience.....	22
Achievements.....	26
Other considerations to note	28
SECTION 4 Cover Letters	30
Is it necessary?	30
Recommended format.....	31
SECTION 5 Conclusion	36
Congratulations!.....	36

Introduction

myambition has created the Resume Writing eBook to support you in the creation and updating of an effective resume or personal sales document. Regardless of your background, this eBook will help you land your interview.

Every step is important

Preparation is the key to any task, particularly true when compiling your resume. One false move could blow your chances at securing an interview for that perfect role.

It's competitive out there

In today's competitive job market, you need to take every advantage you can to get ahead of your competition. A professional, interesting and easy-to-read resume guarantees employers will notice you and call you for an interview.

Be aware of common expectations

With constantly changing recruitment processes and technology you will need to be aware of the different format, styles and ways you can distribute your resume once prepared. This workbook will detail how to prepare various types of resume including a paper resume, an email version and a website-upload version.

We're committed to provide you with a comprehensive guide to prepare an attention-grabbing resume that will sell your most important product - you!



QUICK TIP | GET INVOLVED, TAKE IT STEP BY STEP

To make the most out of this workbook, follow through all stages and take part in all activities. You'll be rewarded with an outstanding resume!

SECTION 1

Before you write

In this section

Objective of a resume
Tailoring your resume
Format options

Objective of a resume

A powerfully written, visually appealing, impressive resume is one most likely to win an interview. The best way to achieve this is with a stylish and concise resume effectively highlighting you and your accomplishments. It should emphasize your most favorable attributes and demonstrate the value you can add to the job and the organization.

Always remember your aim: Secure an interview

Your resume / application letters / emails are important in selling you to people who don't know you. This is the first impression of you; it needs to be a positive one if you are to progress further.

Your resume is vital to your job search. The length will depend very much on the number of year's experience you have had. Early in your career two pages should be enough – later in your career four pages should suffice. Too long, the detail will be missed or considered irrelevant resulting in a less impactful document.

Format options

There is constant debate over the most effective format for a resume. The most preferable format from an employer's perspective is the reverse chronological format. This enables prospective employers to understand the logic of your career and the development of your skills and experience over time and in different environments. This style assumes that your most recent experience is most relevant to the role you are applying.

The three most commonly used styles to choose between:

Chronological

This is the most recommended style; it lists your work experience historically with the most recent first. This style highlights logic and progressions and is best where you are applying to a role within a field where you already have expertise.

Personal Details

Career Summary / Objective

Education & Qualifications

Work Experience

Interests and Hobbies

Referees available on request

SECTION 3

Writing your resume

In this section

Content to include
Items to avoid
First page
Inside the resume
Achievements

What to include

Your resume should be your advertisement. It should document skills and experience relevant for the role or organization which you are applying to.

You should not attempt to include everything you have ever achieved in your resume – omit irrelevant or outdated work experience or responsibilities. If you fail to do so, the strength of your application will be diluted. The further you are into your career, the more irrelevant some information will become.

- Personal details
- Career summary
- Professional Qualifications & Education
- List of competencies or skills which are relevant
- Transferrable skills
- Work experience
- Achievements
- Hobbies and interests – where relevant
- Referees – where relevant



ACTIVITY | Review your first page

Run the 10 second test on your first page, name 3 changes you can make to improve the front page on your resume

Blank box for writing answers to the first question.

What are the key themes you hope to highlight throughout your application?

Blank box for writing answers to the second question.

SECTION 5

Conclusion

Now you're ready to secure yourself an interview.

Congratulations!

You now understand what is required to effectively build a good sales document summarizing your key skills and valuable attributes.

In summary, review your resume regularly and keep a portfolio of information throughout your career so you can copy and paste the most relevant details to each application.

The final comment to make is once you have submitted your resume and covering letter/email for a role, be sure to follow up if you do not receive feedback. When you do receive feedback, use it constructively and again make changes where appropriate.

Good luck in securing an interview!