

Eight Tips for Writing your Resume



Further your knowledge

Thoroughly read the position description before customising your resume

Writing in Style

Explore the suite of resume templates that are available on the internet



Keep it simple

Choose a font that is easy to find

Highlight your experience

Prioritise the experience that is relevant to the position description



Structure

Write your job history in reverse chronological order

Work History

Your work experience should include the dates of employment, job title and company name



Check, check, check

Proofread your resume for typos and correct use of grammar

Contact Details

Include your telephone number and email

