

Fact Sheet #2: Refresh Your Resume

Today's job market is particularly competitive, so it is more important than ever to have an up-to-date resume to increase your chances of getting an interview.

A great way to begin your job search is to give your resume a quick makeover – especially if it hasn't been updated in a while.

Remember to include:

- ✓ Your **NAME** and **CONTACT DETAILS**
- ✓ Your **CAREER OBJECTIVE**
- ✓ A comprehensive list of your **SKILLS**
- ✓ Your **EMPLOYMENT HISTORY**, including concise descriptions of the main **TASKS** undertaken within each role
- ✓ Your **EDUCATION** and/or other relevant **QUALIFICATIONS**
- ✓ A statement that **REFERENCES** will be “*made available on request*”



Important points to note:

- *Tailor your resume to suit each specific role you are applying for*
- *The first page of your resume is crucial – it ‘sets the scene’*
- *Avoid heavily-formatted templates*
- *Limit your resume to 2-pages maximum*
- *Update your resume regularly so that it is ‘ready to go’*