

Don't

- Don't make it **Bland** or **Passive** – It does not market you effectively.
- Don't include unnecessary (personal) information (marital status/the children's names).
- Don't include unconvincing information (women's rights/religion)
- Don't include a separate cover page with just your name on it – it doesn't achieve anything.
- **Don't use too much colour** or too many **different font TYPES AND SIZES**, it looks too gimmicky.
- Don't include a photograph unless it is asked for.
- Don't include hobbies unless they reflect work skills.
- Don't fold your resume. If you are going to post it, buy a large envelope.
- And **DON'T TELL ANY PORKIES**

Some do's and don'ts of Resume Writing

Do

- Make your personal name prominent **ON THE FIRST PAGE**.
- Include your personal name and page number on all other pages. (footer)
- Include a **JOB OBJECTIVE** ie. What sort of work you are looking for.
- Include a check list of relevant skills or competencies (up to 10) and areas of effectiveness (tasks/applied competencies)
- Draw on work-type skills developed outside of work.
- Include several Achievement Statements to show how well you can do these or related tasks.

Employment History

- Present most recent first.
- Clearly separate position, organisation, and dates so that they can be easily read.
- Include a **brief** statement of responsibilities under each employment entry **IF YOU WISH TO**, but don't overdo it.
- Don't include minor or irrelevant duties. Omit duties from early jobs if they are not particularly relevant to the work you are seeking.
- Explain or try to disguise in an **ethical** way any major gaps in employment, **but don't lie**.
- Avoid inconsistent formatting – sub-headings/punctuation.
- Revise the grammar, get someone else to proof read the spelling 😊 (and remember, the spell-check doesn't always pick up mistakes)
- You don't have to include every job you have ever done.
- If you have done lots of short term jobs, it is probably best to group them.
- If you have done a lot of voluntary work you may wish to include a list under a separate heading.