CREATE A STELLAR RESUME

1

Tailor each resume you send.

CUSTOMISATION IS KEY

Refine every resume you send out according to the role, company and industry. Study the job description for keywords which reveal required skill sets and experiences. Show your fit by identifying and indicating your direct or transferable skills.

2

Use a clean format.

A PROFESSIONAL TOUCH

Stand out with a simple and easy-to-read resume. Use a Sans Serif font throughout such as Arial, Calibri or Tahoma at size 11-12. Show your contact information, education, work experience, achievements, interests and skills at a glance with a minimalist format.

3

Ensure your resume is error-free.

FIRST IMPRESSIONS COUNT

Take the effort to proofread each version of your resume before sending them out. Avoid errors such as typos, grammatical flaws and the use of abbreviations without stating what they refer to.

4

Detail your achievements and experiences.

SHOW POSITIVE OUTCOMES

Use the STAR (Situation, Task, Activity, and Result) method to describe how you handled responsibilities and delivered positive outcomes. Include figures on the scale of your accomplishments.

5

Highlight transferable skills.

PROVE YOUR VALUE

Read CAREER*tracks* for more resume and cover letter tips or meet your Career Coach to finetune your drafts.
For final year students, stay tuned to CAO's GradReady workshops that will be held from May to June.