DO'S AND DON'TS

HOW TO NAIL YOUR RESUME AND COVER LETTER

DON'T

Include irrelevant information: Avoid listing experiences or skills that don't apply to the job you're seeking. Only focus on relevant or recent roles, leave out unrelated positions from long ago.

DO

Tailor your resume to the job: Customise each position to highlight the skills and experiences relevant to the job description.

DON'T

Make vague statements: Be specific and focus on your accomplishments and not just your responsibilities.

DO

Quantify your achievements: Use numbers wherever possible to show your impact e.g "Managed a team of 10", "Increased productivity by 15%".

DON'T

Use too many different fonts or colours: Stick to simple and easy to read fonts and avoid adding unnecessary colours, italics, lines and boxes.

DO

Include a professional summary: Add a brief section summarising your experience, skills and what you would bring to the role.

DON'T

Include personal details: Unless relevant to the job, refrain from details such as date of birth, address and photos.

DO

Proofread: Always check for spelling and grammar errors and make sure your contact information is correct and current.