



JOHN HACKETT
DIRECTOR, EVENT
RECRUITMENT

A word about RESUMES

DON'T UNDERESTIMATE THE importance of having a good resume warns John Hackett.

It is often the first point of contact you have with a potential employer and the information you provide can often be the make or break of your application. A resume is used to highlight your accomplishments to prospective employers so they can quickly assess whether you're appropriate for an advertised position and for their business in general.

With often so many resumes to sift through, employers will usually spend less than a minute or two on each. Because of this, presentation and impact means everything and it is crucial to take the time to create an informative, eye catching and error-free document.

You should split your resume into sections, with clear bold titles and include the following headings:

Personal information

Include this information at the top, so potential employers can contact you easily without having to search through the whole document. Include your name, address, telephone number (mobile is best, with voicemail activated... and sensible voicemail greetings please!), and email address. You can also include your LinkedIn profile address if you have one.

Skills profile

Always lead with your strengths and tailor these, where possible, to the requirements of an advertised position, ensuring they are always factual.

Employment history

List your work history in chronological order starting with the most recent position.

Include the duration of employment, stating both the month and year you started and finished each role. List your employer's name and job title, followed by the responsibilities for each position presented as bullet points, and remember to provide sufficient detail but also avoid long-winded sentences.

Promote your skills and experience and stick to the facts. If applicable, include specific projects or events you have managed and also include any special and credible achievements for each role. Don't leave gaps in your work history. If you spent periods of time away from the workforce (e.g. overseas travel, etc) include these periods.

Education & training

Detail any qualifications gained, again in reverse chronological order. Include the institution you attended, the year you graduated and any academic prizes or achievements. Also include additional short courses or vocational training you have completed along with relevant conferences attended, etc.

You can also use this section to include any professional association memberships and/or relevant committees you are involved with.

Computer skills

List all computer systems you have used. Many forget to include this information but it can be a definite selling point, especially if you have a specific event database system required for a particular role. Also, don't rate your perceived ability in using particular systems - simply list them if you have used them.

Personal interests/hobbies

For a more complete picture of you, the person, list your interests, hobbies and any leisure-related club memberships, volunteers groups, etc.

Referees

Referees should be people you have worked for. You can either list these explicitly or state "Available on request". Either way you need to get agreement from your referees that they will speak on your behalf each time you commence a new job search.

Important points to remember

- Consider your resume as a marketing brochure. As such, it needs to be simple, concrete and credible and presented clearly and logically.
- Presentation is almost as important as its content. Use an easy-to-read font and avoid italics, underlined words, pictures or graphics. If you have images of your work you can include these in a separate document made available on request or even better, set up and accessed online.
- Ensure all education and employment dates are accurate.
- Use correct grammar and spelling. Resumes must be proof read several times and don't just rely on computer spell checks - they are not always accurate. A mistake in such an important document will be evidence of poor attention to detail.
- Never tell 'white lies' as you will invariably be found out in the interview or when reference checks are taken!

For further information contact Event Recruitment on (02) 9279 2019 or email info@eventrecruitment.com.au.