



Resume and References

Take copies of your resume, reference letters, performance appraisals, samples of work, transcripts of education and any other information you have in order to present yourself positively. Make sure you are familiar with all dates and information on your resume. Be prepared to go into detail and to answer specific questions which may relate to situations you have had to handle; for example a conflict with a co-worker, or where you may have had several people needing work done at the same time (sometimes called Behavioural Interviewing).

Your resume is your calling card. Make sure it presents you in your best light. A potential employer will usually devote only 10 to 15 seconds to initially look over your resume. The resume, career objective and cover letter should be tailored to the specific position you are seeking/responding to. Try to use words and phrases in your cover letter that appear in the job description. Any education related to the position should appear before your employment history, including any university degrees. Keep your resume short and to the point. It should be no more than 2 pages in length unless a CV has been requested. Use bullets for position details. Make sure that the work history most related to the position desired is on the front page. Anything that is not related should be pared down in terms of space. Synopsise where possible rather than go into lengthy descriptions and avoid using terminology that is industry specific, or not self-explanatory. Don't include work history that goes back more than 10 to 12 years. The last three positions should be sufficient to show your career history. Computer skills and extra courses can be listed at the end of your resume. Do not list interests and hobbies, or extracurricular activities, unless they are related to the position.

Make sure your resume does not have any typographical, formatting or grammatical errors! Have someone else look over the final format before sending. Do not rely on spell check.