



Writing a Winning Resume

A resume is a tool used to market your skills and experience when seeking a new role. Like any marketing document you must consider your audience, ensure the document is easy to read and includes all the **relevant** information. A well written resume is part of the essential tool kit you require in job search. We also recommend that your online profile is up to date and appropriate. When writing a resume start with the end in mind, consider the job you are aiming to secure, write your resume highlighting your skills and experience pertinent to that role.

This document includes practical tips and an example template to get you started.

Points to Consider – Do Not Include

- **DO NOT** use a coloured background, unusual font or insert images (exception for creative industry roles). Stick to Arial / Calibri.
- **DO NOT** include a photo of yourself (The appropriate place for a professional photo is included on your LinkedIn profile).
- **DO NOT** include any unnecessary information that could subject you to potential prejudice: i.e. age, religious beliefs, political beliefs, health, marital status, salary, etc.
- **DO NOT** include referees especially if you're applying to an agency instead use the method of "references available on request".
- **DO NOT** only include your contact details in the header, as the recruiter or HR manager may open the document in a read view where the header is not visible; make it easy for the recipient to call you and always include your contact details clearly on the first page.
- **DO NOT** use an inappropriate contact email address e.g. sexy64@hotmail.com (Note: also ensure your voice mail message is appropriate for receiving calls from recruiters.)
- **DO NOT** send your resume to a recruiter or HR manager on a mass BCC list, make the email to the recruiter personalised. Do some research on them and always include their first name. It shows that you've taken the time to research who they are.

Points to Consider – Do Include

- **DO** send your CV in MS Word format as some recruiters cannot word search PDF documents in their databases effectively.
- **DO** cover the selection criteria in your CV, tailor it to suit the requirements of the position.
- **DO** keep your CV succinct, a good guide is not to exceed four pages. Recruiters and hiring managers are pushed for time as it is and the last thing they want is a lengthy resume.
- **DO** include specifics in your achievements and responsibilities in previous roles.

COCEPTIVE RECRUITMENT

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COCEPTIVE

- **DO** make sure you use correct grammar with no spelling errors.
- **DO** include your education qualification/s, ensure you include the name of the educational facility where you attended.
- **DO** layout your resume well (see example below) and use a standard font as suggested above.
- **DO** include your employment history in reverse chronological order i.e. current position first.
- **DO** include achievements and responsibilities bullet pointed for each position.

Other Things to Consider

Some companies do not assign standard job titles to their employees, consider changing your title to reflect what the market knows your position to be.

How to deal with a gap in your career history? Make sure your statement succinct with very little personal detail.

Write positively here are some words that may assist:

overcame	achieved	grew	developed	discovered
controlled	managed	delivered	reorganised	won
applied	defeated	eliminated	engineered	overhauled
presented	founded	instigated	created	directed
attracted	led	initiated	established	enjoyed
contributed	modified	specialised	trained	repaired
improved	analysed	coordinated	built	organised
guided	conducted	implemented	utilised	designed
persuaded	assisted	proved	demonstrated	simplified
investigated	completed	complied	headed	accomplished
transformed	introduced	finalised	selected	constructed
supervised	illustrated	outlined	expanded	monitored
quickly	successfully	rapidly	carefully	decisively
competently	resourcefully	capably	efficiently	consistently
effectively	positively	cooperatively	selectively	creatively
assertively	energetically	enthusiastically	responsibly	flexibly

Renee Smith

DOB: 13/01/79

Address: 36 Smith Avenue
Canberra Airport ACT 2609

Mobile: 0400 000 000

Email: reneesmith@gmail.com

PROFILE

I am an enthusiastic and driven individual who has developed a vast and strong business acumen over time. I like to consider myself as an approachable, well presented and outgoing individual who strives to always achieve the best both in business and within my personal life.

I thrive in a stimulating, supportive and fast paced environment and enjoy working as part of a team.

EDUCATION

1997 **Higher School Certificate (HSC)**
St Smith College Kingsgrove, Sydney, Australia

1995 **School Certificate**
St Smith College Kingsgrove, Sydney, Australia

PROFESSIONAL EXPERTISE

- Artistic Aptitude
- Creativity
- Desire to Learn
- Logical Thinking
- Accountable & Adaptable
- Assertive & Diplomatic
- Articulate & Sincere
- Independent, Optimistic & Dependable

EMPLOYMENT HISTORY

February 2018 – December 2019

Sample Company – Educator (Diploma of Screen & Media Specialist Makeup)

Sample Company is a highly respected Hair, Beauty and Make-up Training Academy with a reputation for presenting the finest graduates to employers within the industry.

Responsibilities & Duties:

- Maintain, coordinate and implement current and new course resources and training programs
- Deliver practical and theoretical lessons to students
- Assessment and training of students at Diploma level
- Creation and amendment of course outlines, term outlines and lesson plans
- Working closely with Director and compliance manager to self -assess / quality control resources

- Assisted individuals with special needs
- Communicated with team and manager daily to provide updates and requests as required
- Performed clerical and administrative tasks
- Used creative to design new processes, ideas and applications

September 2011 – August 2015

Sample Photographic Workshops – Assistant Operations Manager

Sample Photographic Workshops offers a wide range of premium & hands-on photography training courses for beginners and advanced photographers.

Responsibilities & Duties:

- Assisting with Data Entry
- Photography Workshop Production
- Processing Student Enrolments
- Liaising with Tutors and Students
- Processing payments and fees
- Database Management
- Assisting with the creation of organisational / workshop budgets
- Improve the operational systems, processes and policies in support of the organisations mission

November 2010 – February 2011

Sample Cosmetics – Makeup Artist Team Member

Sample Cosmetics is the world's leading professional makeup authority because of their unrivalled expertise in the makeup industry and artistry.

Responsibilities & Duties:

- Provide customer service and product advice / demonstrations
- Strive to provide an exceptional experience for customers
- Open and close counter including cleaning, stocking disposables and appointment setting
- Stock and inventory control
- Cash and POS handling
- Strong adherence to Myer OH&S / policies and procedures

June 2010 – September 2010

Sample Company – Makeup Artist Team Member

September 2007 – November 2012

Sample Wines – Wine Advisor / Operations Supervisor

October 2006 – July 2007

Sample Studios – Portrait Selection Advisor / Assistant Sales & Bookings Manager

March 2004 – September 2006

Sample Place – Makeup Artist & Sales Assistant

TRAINING & OTHER CERTIFICATIONS

- 2014** **Certificate (4) in Training and Assessment (TAE40110)**
The Sample College, Sydney, Australia
- 2009** **Diploma of Makeup (High Distinction)**
The Sample College, Sydney, Australia
- 2006** **Award (Art Director Course)**
The Sample College, Tasmania, Australia
- 2003** **Diploma in Art, Craft and Design / Photography**
The Sample College, Tasmania, Australia
- 1999** **Certificate (2), Make Up Artistry**
The Sample College, Sydney, Australia
- 1998** **Certificate (2), Design Fundamentals**
The Sample College, Sydney, Australia

I currently hold a current NSW Drivers Licence, RSA & RCG certificates.

REFERENCES

Available on Request