RESUME TIPS
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If you're lucky, your résumé will receive a 20 second scan on the first pass but even then, the reader will be looking for reasons to exclude-you rather than include-you from consideration.

Know the purpose of your résumé
The objective of any job-seekers resume is to land an interview and hopefully in turn land a job. Keep the resume specific and relevant. Make sure your resume is targeted to employer expectations: Order the headings/sections in your resume according to employer priorities as indicated in the job advertisement. Tailor your resume to align with the position.

Ensure all contact details are correct
This is a marketing document promoting you so make sure that the prospective employer can contact you with correct communication listed. Include name, address, phone number, mobile and email at the top of the page so they are easy to locate. Ensure that your contact details are at the bottom of each page incase the pages get separated after being printed out.

Identify your accomplishments, not just your job descriptions
Employers seek candidates that can help them solve a problem or fulfill a need within their company. You can't be seen to be a solution without highlighting previous situations in other companies.

Your strongest skills and qualifications should be listed first
Employers want to see and be drawn to your strong skills first and quickly rather than having to sift through your resume. Present your previous employment in chronological order: *Start with your most recent employment and then list the employers subsequently.*

Use numbers to describe past professional achievements
When describing past professional achievements it is a good idea to make them as clear as possible. Mention the numbers that accompany your achievements to give employers positive impressions. Use effective job titles, employers make judgements about your resume shortly after reading it; one of the most important aspects is the previous job titles that you list on your resume.

References

Show your referees the courtesy of asking for their permission and notifying them when you apply for jobs. This will also result in a better reference. Choose a reference that will give you a positive reference. No matter how good your application and interview were – if your references are not positive – you won't get the job. Make sure you choose someone you have had/have a good rapport.

Use a format appropriate for the position

Use plain text, bold headings and use bullet points rather than long paragraphs. Ensure font is no smaller than 11 points and in either Arial or Times Roman. Do not use capital letters extensively as the goal is to communicate a message as fast and as clearly as possible. Avoid things like coloured paper, oddly shaped resume or other special effects: A resume should be kept professional so inappropriate things should be left off a resume. No spelling or grammatical errors.

Don't include irrelevant information

Your resume is about your professional life, so information such as political affiliation, religion and martial status don't need to be included. Use appropriate language, a resume is a professional document, jargon and slang should not be present in a resume.

Be Honest and Factual:

Your resume should be 100% true information about yourself, even small lies or exaggerations should be avoided. If you are caught out, it will ruin your credibility.

Make your resume unique and stand out

List all technical skills, certificates awarded, professional memberships, work, experience, travel and community work if it relates to the job you are applying for.