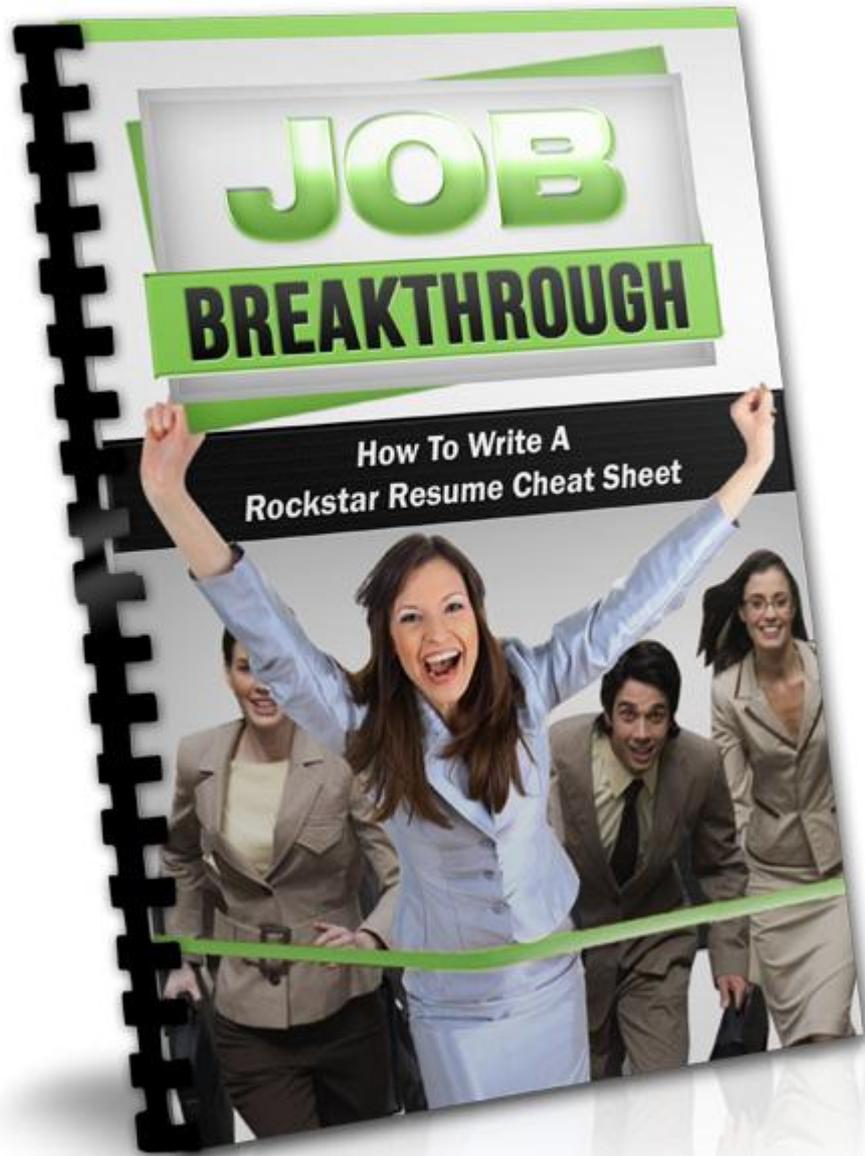


JOB Breakthrough

Cheat Sheet



Job Breakthrough – Cheat Sheet

- Make your résumé unique.
- Make it stand out from the crowd at first glance, so that it will entice your employer to read on.
- Make sure your name is clear and typed in a large font size.
- Make your contact details easy-to-read.
- Summarise your key strengths succinctly and relevantly.
- Respond succinctly and specifically to the job advertisement. This will illustrate your ability to listen and provide correct information that answers a specific question.
- Include your career objectives or overview only if you feel comfortable doing so. Keep this section short and relevant to your experience and the position.
- Understand that this is your time to shine and show how brilliant you are. Think about your most positive traits. Be honest and positive at the same time.
- Your achievements are more important than you may think. Even if you don't think they amount to much, your employer will.
- Keep your role duties and responsibilities to a minimum. Give a brief outline, but focus more on your achievements.
- Start with your most recent experience and work backwards. Current information is best.
- Only include relevant information. If it's older than 5 years, omit it.

Job Breakthrough – Cheat Sheet

- Be proud of your achievements and your current situation. If you can relate your course of study to the job you are applying for, go for it.
- Ask a trusted friend or family member for their opinion about what experiences you should include.
- Keep your interests section short and sweet.
- Be honest about who you are, as it will make you seem more 'human' in what can often be a distant and impersonal experience.
- Don't include anything illegal!
- Inform your references about the job you're applying for, and give them as much information about your potential employer as possible.
- Choose your references carefully, and make sure they are appropriate.
- Include a range of references to demonstrate your competence over a range of fields and skills.
- Never underestimate the importance of providing the right reference. This is really important in improving your job prospects.
- A lack of professional experience does not mean a lack of skills. Think outside the box and make the most of your current abilities.
- Have faith in yourself. You don't know what the competition is like, so there is no reason to assume you're not the best candidate.

Job Breakthrough – Cheat Sheet

Things NOT to include:

- **Date of birth (unnecessary)**
- **Photo (contentious, but unnecessary as well)**
- **'I have great communication skills' – let your writing skills demonstrate this.**

Final Checklist:

- Your name in large, clear font
- Easily readable contact details
- Career objective/overview (optional)
- Key strengths: linked to relevant experiences
- Employment history (no older than five years)
 - Includes brief outline of company
 - Your role
 - Key responsibilities
 - Key achievements
- Education (no older than five years)
- Hobbies and interests: keep it brief
- Inform all references of the job position and name of employer/recruiter
- Proofread the whole document
- No longer than 2 pages
- Spell check!