Toll People
Resume Writing Tips

TOLL

Know the purpose of your resume

The purpose of a resume is to land you an interview.

Some people write long and boring resumes and pack it with so much information that the key points are actually missed.

Use a profile summary

Your profile is an ad for the rest of the resume. What you write must make the hiring manager want to read more.

Your profile must quickly show who you are and what you can do for the company.

Back up your qualities and strengths – explain the benefits of your skills

Instead of creating a long list with all your qualities (eg well-organised, creative, problem solver) try to link them with real life and work experiences, you need to back these qualities and strengths up. Simply stating that you can do something will not catch the attention of the employer.

If you can explain how it will benefit the company, then you will greatly improve your chances of being called in for an interview.

Use bullet points and sub-headings

People don't have the time or patience to read long paragraphs of text.

Try to use bullet points and short sentences to describe your experiences, educational background and professional objectives where possible.

Typography

Make sure that your fonts are big enough to read. If the reader has to struggle to see what you have written, they may not even continue to try to read on.

The recommended fonts are Arial and Time New Roman and the best size font is 12 points.

Remember, the goal of a resume is to communicate a clear message as fast as possible.

Achievements instead of responsibilities

Resumes that include long lists of "responsibilities or duties…" are not an affective or efficient way of marketing yourself to a prospective employer.

Try to describe your professional achievements by using numbers and figures – don't just mention that you increased sales, say that you increased them by $100,000 or by 60% and where possible, explain how.

One or two pages

Most employers and recruiting specialists say that a resume should contain one or two pages at the most.

Just keep in mind that, provided all the necessary information is there, the shorter your resume, the better.

Make the design flow with white space

Do not jam your resume with too much text. You should make your resume as short and concise as possible.

White space between the words, lines and paragraphs can improve the legibility of your resume.

Proofread

One small typo could ruin your chances of being hired. Proofreading at least 2 or 3 times is always advised.

Even better, get someone else to have a read of your resume before sending it out.

Looking for a job? Speak to us

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