

How to write a winning resume

To secure the role you want, it's important you spend time on your resume

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Structure

- Name, address & contact details including LinkedIn profile if you have one (make sure your voicemail greeting is professional & no jokey email address)
- Employment history (most recent role at the top, then work back)
- Education & qualifications (if the ad says you need particular education and/or qualifications then move this section above employment history)
- References – available on request *

***Contact your referees** & tell them when you're interviewing. That way they're better able to answer questions about your on the job performance. Aegis requires x2 referees who have either supervised or managed you in your two most recent roles.

Optional - only include if **relevant** to your application

- Professional training
- Professional memberships & affiliations
- Special accomplishments e.g. awards
- Licences & accreditations
- Foreign languages
- Publications
- Interests

Content

- Career objective (**non-essential**): If you write one then make sure it's relevant to the role
- Include the **start & finish dates** of each role (e.g. March 2006 – April 2008)
- Bullet point **duties & responsibilities** in order of most to least important. If the role is relevant to your current application, list 6-10 points otherwise list 4-6 points
- Detail your **achievements & results**. It can be subheading beneath each of your role's responsibilities

Formatting

- Clear and easy to read (e.g. reasonable font size, font type)
- Use bullet points & page numbers
- Check your work - **proofread**
- Consistent layout and formatting
- Keep your resume under four pages

Basic rules

- Only include accurate information
- Make it easy to read & convey all information in the simplest way possible
- Avoid using 'I' or 'we'. Use action words e.g. achieved, demonstrated etc
- Save in MS Word or PDF unless advised otherwise
- Do use bold/italics/underline to highlight key points
- Never use tables, flashy fonts, colours or photographs of yourself (unless asked to)
- Avoid overselling yourself – you'll come across as over confident
- Follow closely the application guidelines e.g. if the job advert says to include a cover letter, then do

Best of luck writing your winning resume