



University of
South Australia

RESUME GUIDE FOR ANALYSERS

Analysers personality tips



Writing your Resume

Your resume represents you. It's a marketing document about you and the benefits you bring to an employer. The purpose of the resume is get you an interview.

To be an effective document it must:

- get the attention of the reader
- persuade them that you are the best person for the job
- closely match the skills the job requires
- get you an interview

Your resume will be competing with many others, so this is not a time to be shy or hide your talent. Be concise, remember this is a business document so ensure the layout is readable with headers, bullet points and plenty of 'white' space. You need to stand out from the crowd and describe what makes you unique, what makes you different and what you bring to the company. Be specific about your talent.

Essential

Revise your resume for each job you apply for. Don't just send the same resume off with every application. Edit your resume. Do this by:

1. Researching your prospective employer company on the internet
2. Analysing the job description to identify the skills and qualities they want

Make it clear to the employer what benefits they will get, if they hire you. Tell them "what's in it for them".

Resume content

School Leavers and Graduates

If you are school leaver or graduate and this is your first application for a full time position then your resume needs to focus on who you are and what you can offer.

If you have had part time jobs then list these and describe the job and what you accomplished. No matter how insignificant you think it might be, it provides the employer with clues as to your potential. Did you manage a project?, Did you solve a problem? Did you work in a team to accomplish a task? What was your role? You may have been the best floor sweeper they had, then say so.

Write about the things you did at school. Not just the academic stuff but your involvement other activities whether sport, arts, music, magazine, internet, projects or fund raising. Did you do work for a charity, church, community or welfare organisation? What are you passionate about?

Use content from your CareerMatch report in your resume

Use the copy from your Career Match Report to make it clear to an employer what you bring to the job and what talent and gifts you have that can be used to make you the person who gets the job.

Add to your resume the following content

- Your work related strengths
- What you bring to the job
- What you value
- How you make a difference

Copy from you CareerMatch report the content that is most appropriate to you and that MATCHES THE JOB DESCRIPTION or SKILLS required of the job you are applying for. In other words, match what you're good at with what the employer is looking for.

Change the tense from You to I. Example the report says "you accept challenges" change to read " I accept challenges" Always write your Resume in the first person.

Example:

In your resume add a header titled: My Personal Qualities or Capability Statement, under this heading list the following.

My Personal Qualities

Work related strengths

- An ability to focus and concentrate on issues
- An ability to see possibilities and implications
- An aptitude to creative problem-solving
- A single-minded determination to reach my goals
- An ability to work well alone and independent
- A high standard and a strong work ethic
- I am comfortable with technology
- I have logical and analytical decision-making skills
- Strong organisational skills

What I bring to the job

- I strive to produce accurate work
- I follow directions and standards
- I focus on details
- I enjoy working to guidelines
- I always check for accuracy
- I adhere to procedures and policies
- I try to avoid conflict

What I value

Accuracy, Competence, Critical thinking, Details, Efficiency, Facts, Logic, Organisation, Quality, Rules and regulations, Security, Stability, Structure, Tradition

How I can make a difference

From your report, use NO MORE than three statements that most match what the employer is looking for in the job description or advertisement. Make sure you convert to first person. you - I, your - my, you are – I am.

Example:

Getting it done on time

I am realistic and strive for results such as getting things done on time, or saving money or figuring out how to be more productive. I want to see tasks completed efficiently. I make a difference by ensuring that things are done correctly and deadlines met.

Gathering information

My strengths in gathering and collating information make a difference by being able to produce factual material such as manuals and text books and by my ability to store information so that it can be accessed efficiently.

Keeping your job

Getting a job is not easy. Keeping it is even harder. Don't take your job for granted. You need to put maximum effort in to keeping it. You will be put on a period of probation. During this time you must get up to speed and show determination, flexibility, accept challenges and do things right and on time.

Employers want to see the talents you have and how you use them. Remember the reason you were hired was to solve a problem. Your employer, in return for paying you a salary, wants something from you. You must deliver otherwise they will find someone who will.

Top 4 Characteristics Employers want from employees

1. Communication Skills: The better you communicate verbally and in writing the more successful you will be.
2. Honesty & Integrity: Your ability to have people trust you will be a magnet for all sorts of opportunities.
3. Team Work Skills: Your success will largely be based on your ability to work with others.
4. Strong Work Ethic: Go the extra mile. Give it 110%. Have a positive attitude. What ever you do, make sure you ROCK at it. Be the best you can be.

Good luck in your job search!



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