Resume Guidelines – PAXUS

When creating a resume, it's always important to remember the purpose of the document. In a nutshell, it's your pitch to get an interview, so it needs to be succinct, relevant and use the right wording.

Why succinct? Chances are it will be looked at for 10-20 seconds, so you need to get it right.

As a guideline, the length needs to be kept to approx 2-4 pages. You can write an Exec Summary if you like, but don't go into too much detail. We've never seen a resume say the candidate is average, so as a Recruiter, we tend to (at best) skim these or (at worst) not even bother reading.

Personal information should be kept to a minimum, keep it basic ie name, address/suburb and contact details.

Hiring organisations like to put square pegs into square holes, recruiters (either internal or agency) will follow their clients, so if you are applying for a Business Analyst role, unless you have recently been a Business Analyst, chances are your resume will get passed over. Why is this? Well chances are the Hiring Manager will want someone to be productive quickly, that it's taken several weeks to get the role spec'd out, approved, advertised and sourced. This is not ideal, but it's the reality we work with.

The employment section (in chronological order, most recent first) needs to be proportional, so the most recent 1-2 roles are far more important that roles held 10-15 years ago. So please bear this in mind when you add the content.

Detail the responsibilities and the achievements under each role. If you struggle on the responsibilities an easy solution is to look at your current Job Spec as a guideline. (Or even check out similar roles on Seek, to see the responsibilities listed).

If you are technical, be sure to include a technical summary under each role. Simply putting a summary on the front page doesn't show us where you used the skills.

Things to avoid would include

- Pictures of yourself
- Spelling mistakes – proof read it carefully
- Graphics – yes, they may look good, but they can play havoc with recruitment systems.

Above all, be truthful; do not include responsibilities/achievements you have not done.

When you have finished this, take a moment, print it out and review. Make sure it looks good, the text is proportional and it looks professional.

Any questions – please direct to the Paxus Website, under the heading of FITT Query, thank you, Philip Wilkinson, Account Director, PAXUS.