



General Resume Hints from Profiler Recruitment

- Just save your resume in word format, tables, and elaborate formatting are not required – we package you up!
- At Profiler Recruitment we value your experience, so tell us all about it. Many times candidates brush over significant projects thinking that they are just 'everyday' activities. We love to hear about your work as it helps us to understand what value you can bring to your next role. So don't worry if your resume is too long, our clients want to know about you and what you have done.
- Under each Role, segment your description by Responsibilities and Achievements.
- In the Responsibilities section describes what you actually had to do – was it managing a budget of \$3 million +, was it a Merger and Acquisition Project transitioning 400 staff, how many direct reports did you have? Under Achievements tell us what you really did achieve, think in terms of measurable outcomes, for example reduced capital expenditure by 15% meeting national budgets, implemented a direct mail campaign which generated a 20% response and generated 1.3 m worth of sales..
- Make sure that you list every role, even if it was short term and even if you think it isn't relevant include it. If you have taken a career break just list it as a Career Break. This all helps us in understanding your background.

Suggested Resume Format for Profiler Recruitment

Name:

Position Sought: eg HR Director

Contact Details:

Address

Ph Daytime

AH

Mobile

Email:

(Please provide your contact details so Profiler Recruitment can contact you easily and quickly when an opportunity arises. Please keep us informed if your contact details change at any time so we keep your records up to date)

Education

Eg. 1995, Public Relations Post Graduate Diploma, RMIT

Other courses

List any other relevant courses.

Awards

List any relevant awards.

Memberships

List all memberships

Computer Skills

List all computer packages

Referees

List 2-3 referees and their contact details. These are people you have reported to in recent role/s. Referees are only be contacted with your prior approval.

Career Summary

This is what we call at Profler Recruitment your marketing positioning statement, what makes you different from others, what skills you can bring to an organization and what company and industry sector is going to appeal. Summarise the key organizations you have worked for and the roles that you have held – highlight any significant projects. What are the values that drive you to achieve in the work place and what type of organization is going to support you in your career going forward (contract or permanent opportunities). This is your 'fifteen second elevator speech' about who you are, what you do and why you are looking for that next opportunity.

This section should be approximately 300 words.

Skills & Experience

List in bullet points your skill set, e.g. your key strengths

- High Volume Recruitment
- Change Management
- Payroll Systems Implementation
- Talent Management and Retention Strategies

Career History (from the most recent position)**List Date, Company, Title of the position you held**

Eg March 2005 – Current Telstra, HR Director

Under each role write a short description of the company you worked for and the nature of the position that you held.

Responsibilities

Enter in bullet point form

Achievements

Enter in bullet point form

Responsibilities and Achievements should not extend beyond one page for each role.

Note that for roles that are early on in your career, for example **entry level administration, first casual roles after school only require Date, Company, Title** (of the position you held).