

HOW TO WRITE A KILLER RESUME



Crafting a standout resume is crucial for jobseekers to capture the attention of potential employers. This How To Guide provides six essential steps to create a compelling resume that highlights your strengths and makes you a strong candidate for any position.



JOBSEEKER



STRONG SUMMARY

Begin your resume with a concise summary that highlights your key skills, experiences, and career objectives, making it clear what you bring to the table.



TAILOR YOUR RESUME

Customise your resume for each job application by aligning your skills and experiences with the specific requirements mentioned in the job posting.



HIGHLIGHT ACHIEVEMENTS

Focus on your accomplishments rather than just listing duties. Use quantifiable results to showcase your impact, such as "increased sales by 20%".



POLISHED FORMATTING

Ensure your resume is well-organised, easy to read, and visually appealing. Use a professional font, consistent formatting, and clear section headings.



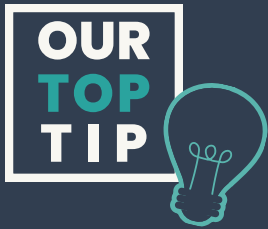
INCLUDE RELEVANT SKILLS

List skills that are relevant to the job you are applying for. Highlight both technical skills and soft skills that demonstrate your well-rounded capabilities.



PROOFREAD AND EDIT

Carefully review your resume for any errors or typos. Consider asking a friend or mentor to proofread it as well to ensure it is error-free and polished.



Use action verbs to start your bullet points and keep your resume concise, ideally one to two pages long, focusing on the most relevant and recent experiences.



IN SUMMARY

Creating an inclusive workplace involves a strong commitment from leadership, developing a mindset that values identity-awareness and relational skills, enforcing inclusive policies, providing continuous training, and regularly assessing and responding to feedback. By focusing on these areas, organisations can build a supportive and inclusive environment for all employees.



WHAT NEXT?

For more tips on crafting an outstanding resume, explore additional resources and tools available on the Redlands Coast Jobs website. Implement these strategies to create a resume that stands out and showcases your potential to employers.

**JOBSEEKER
RESOURCE HUB**



**SEARCH JOB
LISTINGS**



**EXPLORE HOW
TO GUIDES**

