

RESUME GUIDE

Your resume has always been a critical document in helping you land your next great job; however, it can be daunting to put together with so many differing opinions on how long it should be and what you should include.

The infiltration of AI has now complicated things further. Should you, or should you not, use AI to help you construct a winning resume?

To help you ensure your resume presents your skills and experience in the best possible way, we have put together some simple tips focused on content, structure, and style as well as an overview of where AI can help you and where it might hinder.



CONTENT GUIDE

PERSONAL INFO

Keep this top line. Your name and city/suburb are sufficient for a hiring manager to see where you are located. Your full address, date of birth etc. are not required. If you are working with a recruiter there is also no need to include your contact details as they will hold those on file rather than send them to the hiring manager.

PERSONAL BRANDING/PROFILE

Whilst it's important to showcase your relevant skills and experience, your resume is more than just a list and should reflect you as an individual.

A professional summary at the top of your resume is an opportunity to describe your unique value proposition and make yourself stand out from other candidates; use it to summarise your strengths and what you can offer so a prospective employer or recruiter can get a sense of how you might fit into a team.

The language and tone should align with how you present yourself on platforms such as LinkedIn to create consistency, so it's important to update your LinkedIn profile along with your resume if you're not a regular user or contributor on the platform.

SKILLS

With a current shift towards skills-based hiring, it's important to focus on specific skills and quantifiable achievements in your experience.

Tailor your skills to the job description by understanding those skills which will be most valued in the role and emphasising those to show your suitability.

Ensure you are covering relevant technical skills for the role and interpersonal and self-management skills such as resilience, adaptability, stress tolerance etc. as these are skills that are growing in demand.

For highly technical roles it can be useful to showcase your skills and platform proficiencies in a skills matrix table, detailing the level and recency of skill. This is not relevant for all industries but makes it easier in the technical space for hiring managers to see your exposure to various technologies to see what you can bring to the table.

IMPACT

Rather than just describing your responsibilities, detail the impact you created. Your resume should be results oriented, showcasing what you have delivered for other organisations in terms of things like revenue, efficiency, growth, diversification, innovation, and retention. Your achievements will be tailored to the level of your role and the industry in which you work, but they are essential to include.



USING AI TO CRAFT YOUR RESUME

WAYS AI CAN HELP

If writing is not one of your strengths, AI can provide you with a strong starting point from which to refine your resume, saving you time and stress. AI is increasingly used to cut corners when producing content, but it's important to know when and where to use it to ensure that your resume is still an accurate and personal representation of you.

HERE ARE SOME OF THE BENEFITS THAT AI CAN BRING:

1. Use it to check your grammar and spelling and match the overall tone of your resume to the job description.
2. Is your resume too long? AI can be tasked with improving phrasing that can reduce word count.
3. Stuck on your professional summary? Ask your AI tool to create a starting point by drawing on the rest of your resume. Make sure you then work on this foundation, adapting it until you are happy with it.
4. Overall, it's all about collaboration with AI. Use it as a partner, a starting point or a way to check or refine what you have created, not as a tool to do 100% of the work.

COMMON PITFALLS WHEN USING AI

- AI is not infallible. Ensure you check and check again that the terms, phrases and facts included are correct, industry specific, and make sense in the context of the job you are applying for.
- You could be in danger of over or understating your abilities. AI created bullet points might position you at a higher or lower level than you are currently at. Understating will sell you short, overstating runs the risk of providing misleading information and an inability to back up your claims in an interview or on the job.
- AI-powered platforms are not always secure. Don't share your personal data when using AI to safeguard your privacy and protect yourself from Cybercrime.
- Overall, hiring managers and recruiters are becoming more adept at detecting AI use in resumes. It goes without saying that if the feeling is that it didn't come directly from you, you won't be in the running for the role. Ensure that the resume is written in a style that reflects you, using language that you would normally use.

TIPS AND PROMPTS

- Platforms like Chat GPT are more effective when you give them something to work with. If you are tailoring your resume to a specific role, consider sharing your current resume and the job description, then asking for a revision to align your resume with the criteria they are looking for.
- AI powered resume tools can help with formatting. This can help ensure that you have consistency throughout your resume, making it visually appealing and easy to read.
- Plagiarism checkers can be used to ensure any AI suggested content is original and can be trusted for use in your resume.

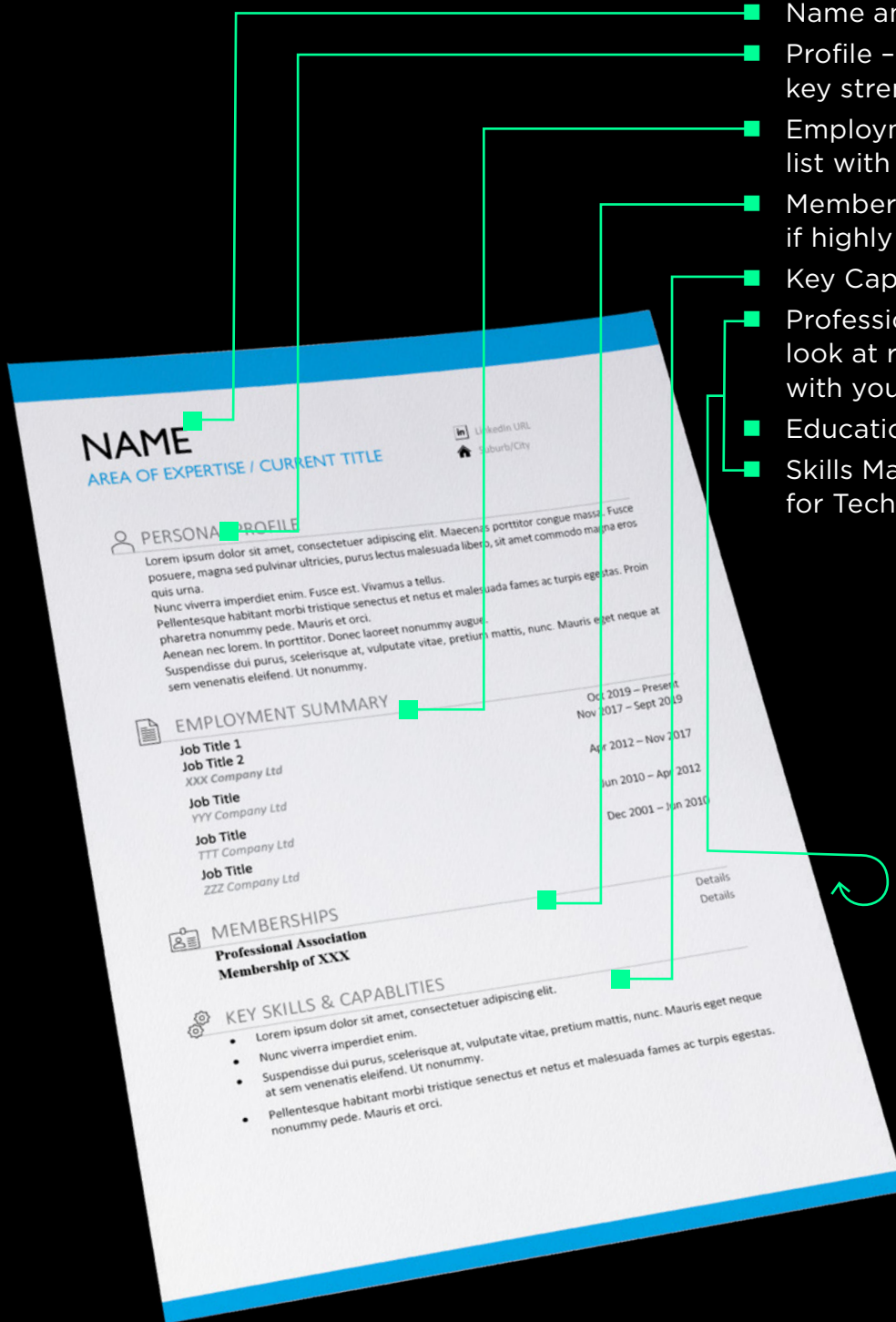


STRUCTURE GUIDE

The ideal structure for a resume is a question we get asked regularly by candidates at all levels. Your resume needs to grab attention and easily showcase your biggest selling points to encourage a recruiter or hiring manager to read on, particularly in a competitive job market.

WE RECOMMEND A STRUCTURE ALONG THE FOLLOWING LINES:

- Name and relevant personal details
- Profile - a statement to summarise your key strengths and unique selling points
- Employment Summary - an at-a-glance list with roles, companies and dates
- Memberships of professional bodies if highly relevant to your industry
- Key Capabilities
- Professional Experience - a more detailed look at responsibilities and achievements with your most recent/current role first
- Education & professional development
- Skills Matrix - usually most relevant for Technology based roles



STYLE GUIDE

Most organisations and recruiters will parse your resume into an applicant tracking system to keep your records in their database, so the style of your resume is important in making it as simple as possible for the information to be pulled across.

MINIMALIST DESIGN

A clean resume design ensures that it is easy to digest and skip to the relevant parts when needed. Incorporate plenty of white space, use formatting sparingly, no overly busy designs, and use bullet points to create readable content that draws the readers eye to the pertinent information that will position you as a strong candidate for the role.

A NOTE ABOUT FONT SELECTION AND SIZE

Best practice is to use a simple font such as aptos, calibri or ariel, using between 10 and 12pt as a recommended size. Maximise the space on the page to try and keep the number of pages to a minimum by adjusting margins.



ASK YOUR RECRUITMENT PARTNER FOR FEEDBACK

If you are working with a recruiter, they should be providing you with feedback on your resume.

- Pay close attention to the questions they are asking you in an initial interview. Is there any area of your resume that you need to explain in more detail? If so, consider whether you have articulated that part of your career journey in the right way to make it easy to understand.
- Actively ask your recruiter whether there are any improvements they feel can be made to your resume before it goes out to any of their clients. A good recruiter will be offering this before you need to ask, alongside advice on how to make it as relevant to the role as possible.



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For career advice and support in finding your next great role, contact us below.

