

# 10 Things You Can Do to Stand Out

## BONUS TIP

Don't be remembered for the wrong thing with prospect employers.

Recruiters and businesses don't like applicants consistently calling, emailing or re-submitting their applications.

The process can take up to a month to process applications especially if there is close of application date .

You must be patient.

### 1. Don't include irrelevant personal information

Avoid using information such as age, sex, religion, marital status, dependents, nationality, passport numbers and driver's licence numbers. This is your personal information that is may only be required at the recruitment stage.

### 2. Make sure your email address is appropriate

When you are applying for a position, most applications are submitted via email/online. Make sure your email address is appropriate and doesn't contain inappropriate words or sayings. The best option is to set up an email account with google, msn, or your internet provider that just has your first and last name or a combination of your name and a few numbers.

### 3. Formatting for a resume

An easy template for a resume is personal details, tickets/qualifications, employment history and references. Listing skills and attributes separately may get overlooked and this type of information can be included in the covering letter. Also, information should be listed in order of importance to the reader. In listing your employment history, you should list the title/position held, name of employer, city/state/location of the work and dates of employment. Tickets, qualifications and education should follow the same pattern, also listing them with the most recent first and include expiry dates if applicable. Always use a font that is easily read, for example Helvetica, Times New Roman or Arial, use 1.5 line spacing and save your document in either Microsoft Word or PDF format..

### 4. Eliminate clutter from your resume

Remove unnecessary information such as activities, that are not related to the job description. Avoid pointless statements (eg this is the end of the resume), long winded sentences & paragraphs, instead use short and concise language, Don't include images and pictures.

### 5. Use Bullet points to make your resume more reader-friendly

Given employers/recruiters screen resumes for no more than 10 seconds, they will find your resume a lot more readable if you use bullet points instead of lengthy paragraphs.

### 6. Grammar and spelling

Make sure that you use the correct spelling and grammar throughout your resume. Get a second pair of eyes to proof read your resume before you submit.

### 7. Focus on highlighting the skills you that you are going to use in your next job

Don't waste time stating the general duties such as admin, this is the time to emphasis and expand upon the activities and achievements that will be useful in the role you are applying for. Highlight your achievements; if you are proud of something you've done, state it.

### 8. Don't emphasize older experiences on your resume

Generally recruiters would like to know what you have done within a 10-15 year period. So don't list the full detail on experiences outside this timeframe. It is better to summarise your past experiences and only list them if they are of importance to the role you are applying for.

### 9. Resume Length

A long resume doesn't always mean it is the best resume. Keep your resume to no more than 3 pages and avoid large blank spaces.

### 10. Customise your resume

A lot of larger companies and recruitment companies have computer scanning programs that pick up on key words from the advertisement or position description. Take the extra 15 minutes and tailor your resume to each individual role you are applying for to increase your chances of successfully gaining that position.

