

How to write a resume

A resume - sometimes called a 'Curriculum Vitae' or 'CV' - is a summary of your skills, education and work experience. A good resume demonstrates how your skills and abilities match up with the requirements of a job.

How long should a resume be?

Resumes give you the opportunity to sell yourself to a potential employer. A resume is not an exhaustive list - if it's too long it probably won't get read at all. **The best resumes are usually no longer than one or two pages.** However, if you are an experience hire, the rule of thumb is : less than 5 Years (1 Page), 5 to 10 Years (2 Pages), 10 to 15 Years(3 pages), 15 Years and above (Not more than 4 Pages)

Do I need to change my resume every time?

You should change your resume with every job application so that it lists the skills and experiences you have that are most relevant to the job you're applying for. A tailored resume will be much more successful than a generic one, even though it means more preparation.

What if I don't have much experience?

While things like your academic record and work experience are typical ways to show how suited you are to a particular job, these are not the only things you should include. There are other ways to demonstrate that you are the right person for the job, including your:

- Personal traits - you're an honest worker, you enjoy being part of a big team
- Strengths - things you're good at or enjoy
- Experiences - volunteering or extracurricular activities
- Key responsibilities and achievements - any awards or recognition that you've received

How do I organise my resume's information?

The structure of your resume will vary depending on your work experience and education and training background.

A resume usually sets out information in a reverse order. Your most recent work experience and study details should be first on the list.

What do I include on my resume?

Here's a brief rundown on the essential things to include on your resume in the particular order it is listed down

Personal details

Full name and contact details including address, telephone number(s) and email address. Bio data including date of birth, sex, marital status will be useful

Career objective (for specific roles)

Tell the employer what type of job you want end up with; this shows that you've given thought to your future career.

Education and training

A summary of your education and training history, starting with your most recent studies, making sure you include all training that's relevant to the job you're applying for.

Professional History

Start with your **most recent work history and work backwards chronologically**, listing the name of the employer, your job title, the dates you worked there, and your responsibilities, tasks and achievements. Make sure you include everything that's relevant to the job.

Skills and abilities

A list of the things you're good at. These can be general skills or skills specific to a particular job. List them under broad headings such as "Communication" and "Teamwork".

Interests (optional)

A list of your hobbies and interests; this gives employers more information about you and also shows other areas of your life where you've gained experiences such as teamwork and commitment.

Referees

List people who can talk about how good a worker you are. Make sure you get their permission before including them on your resume. List their name, company name occupation, and contact details.

Resume checklist

After you've written your resume, and before sending it, go through this checklist:

- **Proofreading** - Make sure there aren't any spelling mistakes, typos or grammatical errors.
- **Tailoring** - Make sure everything you mention shows how well-suited you are for the job you're applying for.
- **Presentation** - Make sure the resume is well laid out, easy to read and printed on clean, white paper in a standard font (like Times New Roman, Arial or Verdana) and at a standard size (10 or 12 point).
- **Detail** - Make sure you've provided specific examples of your achievements and how you've used the skills you have.

Sample Resume

I have attached a sample resume for the benefit of the candidates that download this document; it is on the next page. Please note that this is just a sample and not conclusive of how all resumes must be written, however it is a good guide to get started.

Best Regards,

Alvin Ang, Managing Director,
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Fido Dido

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CAREER OBJECTIVE

Write whatever here that simplifies what you are good at and what you hope to achieve for a good career. It must be short and concise. The important thing is that it must be original.

Education (Enter the schools that you have been in)

20xx – 20xx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

20xx – 20xx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

20xx – 20xx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

19xx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

19xx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Professional Experience

March 20xx – current (**Your dates must include the month also**)

ABC Pte Ltd – Your position here

- ❖ List your job descriptions in **point form**.
- ❖ xx
- ❖ xx
- ❖ xx
- ❖ xx

Jul 20xx – Dec 20xx

XYZ Pte Ltd – xxxxxxxx

- ❖ xx
- ❖ xx
- ❖ xx
- ❖ xx

Career Summary (for experienced hires: if you are new or a fresh grad, skip this part)

Write here what you think you have achieved over at your past employment and how this is going to help you in the new employment. Write what is **transferrable from your current job to your new**

Professional Courses Attended

Write any professional courses you have taken **related** to your new job

References

Write only professional references. Example: Professors in schools, previous supervisors/managers. Avoid friends, parents, colleagues at the same level as you