



# How to write a good resume



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## What is the purpose of a résumé?

Did you know? First impressions really do matter - it takes an employer an average of 10 seconds to scan your résumé and decide whether you will be long-listed for an interview.

A résumé is a document that gives an employer a concise overview of your professional experience, your educational background and skills. Your résumé is the primary means of marketing yourself and convincing a prospective employer that you are the right candidate for the job.

It is important to note that a résumé does not necessarily need to showcase every single job you have ever had. It should, however, always be tailored to the position and highlight your most relevant competencies, achievements and qualifications.

Remember: A well written résumé will land you an interview; but it will not get you the job - that's what the interview will do!

## What options do I have for presenting my résumé?

Because each career path, qualifications and skills are unique to the individual applicant, there are no fixed rules on how to format and organize a résumé. However, it is important to present it in a consistent and logical format that is easy to read and follow.

There are several types of résumé formats that are widely used. You can use these designs as a starting point to think about how to best organize your own professional experiences, while keeping in mind that there are many more ways to present your experiences:

**Chronological:** The most popular type of résumé, this template organizes your professional experiences by date – starting with the most recent position first. This is an especially useful template to use if you have a history of employment in relation to the job you are applying for.

**Functional:** A Functional résumé puts less emphasis on dates and the chronology of your experiences, and instead tailors information directly to the position you are applying for. This is a useful when you would like to demonstrate a clear link between your experiences and the position, or if you are in the midst of a career change and would like to showcase your transferable skills.

**Combination:** This type of résumé makes it possible to combine the best aspects of a functional and chronological resume. Once you identify the skills, competencies and qualifications required in a job posting, categorize your experiences according to these areas and then list your experiences in chronological order starting with the more recent experiences first.

## What headings should I use in my résumé?

It is important that your résumé is unique to you and reflects who you are. At the same time, there are a few sections and headings which every recruiter will expect to see. The following is a list of essential and optional headings you can use in your résumé:

### Required headings

- A header with your name, address, email and phone number

- A summary of your competencies and skills as they relate to the job description
- A section that lists your relevant professional experiences
- A section that lists your education and credentials

## Optional headings

- Publications
- Professional Affiliations
- Presentations
- Relevant Courses
- Interests/Hobbies
- Voluntary activities