saice
YOUNG MEMBERS

# TIPS FOR PREPARING YOUR RESUME

The goal of a resume is to get an invitation for an interview. As such, the document needs to show that you have the necessary skills and experience, and that you are qualified to do the job. It is also a legally binding document if you get the job so make sure that all your statements are truthful.

## Content

Organise your information so that the facts are easy to find. Keep your resume simple and concise, two pages maximum. Try the following:

- Include your full name, contact number, email address and social media links.
- Write a third-person perspective paragraph about who you are as a professional.
- List your work experience and education records from most recent to oldest, include dates.
- Emphasise the skills and accomplishments that match the position you are applying for.
- Include achievements such as awards, conference papers and leadership roles in addition to professional membership of SAICE or other learned societies.
- Mention specialist computer programs that you can use in your field of work.
- List your languages, community work and outside interests only if they are relevant to the position.
- Ask permission from your referees before including them. A valuable reference is someone who can support your claims about yourself.

## Formatting

The look should be clean and open to enhance the readability of your document. Try the following:

- Use a sans serif font like Arial, Helvetica or Calibri, font size 11 or 12, line spacing 1.15.
- Don’t cram information on the page.
- Find a balance between paragraphs and lists.
- Avoid long sentences.
- If you have used a template, delete the sections that you do not need.
- Do not use fancy borders, decorative pictures, or curly fonts.

## Quality control

Check that your document is error free. Check EVERYTHING at least three times. There is nothing in this document that you are unfamiliar with so you should be able to get it perfect. Use your spellchecker AND your brain. Your software is sophisticated, but you are the person in charge.

It’s a good idea to ask someone to proofread your resume and cover letter. Expect feedback and be open to the value that a second opinion can add to your work.

Save and send the resume in PDF to preserve the formatting. In Word, select Save As and then choose file type PDF (.pdf)

Good luck with your application!