



Employment and Employability Institute



Resume Writing Essentials

**From Good to Great:
Elevate Your Resume Today!**



An effective resume starts with a clear understanding of the job role and description, which significantly boosts your chances of securing an interview.

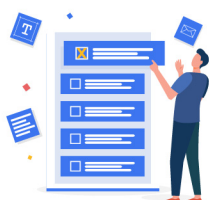
Checklist: How to Read a Job Description

- Understand job requirements** by noting **mandatory** (essential skills) & **preferred** (additional skills) qualifications listed in the job description
- Identify keywords** by highlighting **recurring skills, qualifications, and phrases** that reflect the job's requirements
- Spot action verbs** (e.g. develop, manage) to understand the job responsibilities of the job role
- Review job responsibilities** to understand the **key tasks** and prioritise them for your resume
- Research the company's mission and values** to tailor your resume to align with their culture

Strategies to Align Your Resume to Job Description

By strategically tailoring your resume to a job description, you can highlight the skills, experiences, and qualifications that best match the employer's needs.

Here are some effective strategies to help you achieve this:



1 CUSTOMISE each application

Tailor your resume for each job application so that your application aligns to the job requirements.



2 Use **KEYWORDS**

Include keywords from the job description. This helps ensure your resume matches what hiring managers are seeking.



3 Focus on **ACHIEVEMENTS**

Quantify accomplishments rather than simply listing duties makes your achievements more compelling. Use metrics and actions to demonstrate impact e.g. *increased online sales by 25% in 6 months by adopting social media marketing on Facebook.*



4 Match **SKILLS** section

Create a skills section that reflects the key skills listed in the job description. Be truthful and make sure these skills genuinely represent your abilities.



5 Include relevant **CERTIFICATION(S)** or **TRAINING(S)**

If the job description specifies certain qualifications or certifications, make sure these are displayed in your resume and reflected in your executive summary.



6 Keep it **CONCISE**

Ideally, keep your resume to 1 page (or 2 pages if you have extensive experience). Be concise and remove any outdated or irrelevant information.



7 **OPTIMISE** your resume

Use standard section headings like "Work Experience", "Education", and "Skills". Avoid images and tables. Use standard fonts (like Arial or Calibri) and bullet points to enhance readability.

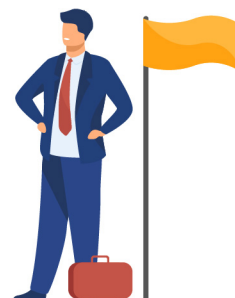


8 **PROOFREAD** and **EDIT**

Ensure there are no typos or grammatical errors. Consider having someone else review it for clarity and impact before sending it off to the hiring manager.

Stay Authentic:

While it's important to align your resume with the job description, always remain truthful about your experiences and skills.



Explore our AI career tools

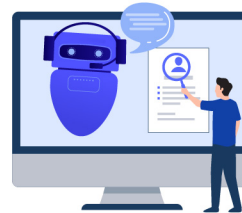


Resume Building made easy with e2i AI Resume Builder

- Create resumes tailored to your industry and role preferences.
- Leverage AI suggestions to highlight your skills and experience effectively on resumes.
- Receive real-time feedback on formatting, tone, and keyword usage to maximise impact.



e2i AI Resume Builder



Ace Your Job Interview with e2i AI Interviewer

- Prepare for your next job interview at your own time and pace
- Practice with general or specific interview questions suited to your desired job role
- Get instant AI feedback after each practice session



e2i AI Interviewer

