

How about letting us create...

a **dynamic, effective** and **professional**
application package for you?

Helpful tips about Resumes

- Your Resume is your marketing brochure. It should highlight your competencies, strengths and achievements. Whether you are working at senior executive level or you are an unemployed student, it is a combination of **carefully chosen words** and **eye-catching formatting** that will positively influence the person reading it.
- You never get a second chance to make a first impression. Aim for a strong impact right from the beginning.
- Put information in order of importance. If your education is more impressive, put that first - if it is your work history, that takes priority.
- Use the advertisement and information about the employer to guide your wording. Address key points and state your relevant experience and skills. Employers appreciate it when you target their needs specifically.
- Place dates in reverse chronological order, starting with the most recent employment or schooling. If possible, explain any work gaps.
- Never lie and give an accurate account of your working life. Be positive!
- Do not underestimate the power of an accompanying application letter. Together, these documents will either open doors or shut them.

Are you a skilled writer?

If your application were on a desk with 80 other Resumes, would there be anything about it that would positively attract a reader? Would it be placed in the 'to interview' pile? The most common errors that people make when doing their own applications: too much information, not enough information, old & outdated format, and boring. Don't hesitate to ask us for help!

Our friendly and professional staff have **years** of experience in developing the best personalised RESUMES in (and out of) town. **Let us take some of the stress out of your life by putting the job into our capable hands.**

contact us:

SA Career Consultants
104 Frome Street (PO Box 3116, Rundle Mall)
Adelaide SA 5000
Phone: (08) 8227 0900
Fax: (08) 8227 0911
career.support@sacareer.com
www.sacareer.com