

11 Tips on Writing a Powerful Resume

by Tara West of Aussie Resumes © 2003

Your personal resume is the greatest asset you have.

Combined with your cover letter it markets your true potential to a prospective employer. Without a resume you will not gain an interview.

Here are 11 tips on creating a powerful resume.

1. Don't expect the person reading your resume to know and understand industry "jargon". Explain the term in "layman" language.
2. Start each sentence with a powerful [action word](#).
3. Know and understand your attributes and aspirations, and succinctly describe this to the reader.
4. Check your dates. Are there any gaps or overlaps?
5. Forget about fancy fonts. Not only can it be hard to read, but it also makes it unreadable for scanning software.
6. Always double check your resume for spelling, punctuation and grammatical errors.
7. Your resume is a reflection of you. Keep it as concise as possible and don't waffle! Quality rather than quantity is the rule.
8. Make it easy for your prospective employer to find the information they are looking for.
9. Tailor your application for each individual position.
10. After you have written your resume, seek for an [independent review](#). Being "too close" can lead to costly mistakes.
11. Time spent in preparing your resume will certainly be rewarded with your high interview success. **First impressions do count.**

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About the author:

Tara West is Founder of Aussie Resumes, a market leader who provides Career

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