
Resume Tips

Improve your interview chances



An e-book brought to you by iMINCO



The Resume

Many people applying for jobs send out dozens of generic resumes to every job they think they can do, resulting in disappointment and frustration at the lack of response.

How you present your personal information and work history is critical. It must be chronological in order and be relevant to the job you're applying for.

You have to use the right terminology and industry terms, as well as be selective with the keywords you choose to include.

A resume is the first and usually the only way you get yourself in front of a company or recruiter. The right mix of content, design and layout is crucial in catching the eye of a prospective employer.

You need your resume to work for you.



Resume Content Basics





If you are serious about landing a mining job, your resume must contain everything the employer needs to be convinced that you are the right person for the job.

Know the purpose of your resume

Some people write a resume as if the purpose of the document was to land a job. As a result they end up with a really long and boring document that makes them look like desperate job hunters.

The objective of your resume is to get an interview.

Contact details

Ensure that your contact details are listed at the top of your resume and contain your full name, home address, email address and phone number. See the sample below:

Mary Smith

130 Creek Drive, Miami, QLD, 4125

0403 XXX XXX

(07) 5562 2212

mary.smith@mywebsite.com





Tickets/qualifications/education

When listing your tickets/qualifications and education, list them in order of importance. If you have completed a Certificate III in Hospitality and you are looking to apply for a Haul Truck Operator job, list your inductions and haul truck qualifications before your Hospitality Certificate.

See the sample below:

RIIMPO311A: Conduct Haul Truck Operations

Units of competency include:

- Plan and prepare for operations
- Operate haul truck
- Load, haul and dump materials
- Carry out post-operational procedures

RIIVEH201B: Operate Light Vehicle

- Certificate III in Hospitality



Work history

List your employment history in chronological order from your most current/recent place of employment and work backward in time. Include your start and finish date, company name, position/title, a job summary and your key duties.

See the sample below:

2012-Current

ABC Restaurant

Position: Kitchen Hand and Waitress

Job Summary: Main role included providing quick and friendly guest services. Was expected to treat customers and colleagues from all cultural groups with respect, sensitivity and transparency. Secondary responsibility included assisting with maintaining a clean, tidy work environment.

Tasks include:

- Ensuring a high standard of customer service
- Complying with all Health and Safety and Food Hygiene requirements
- Ensuring temperature records and food labels are maintained and up to date





Use effective titles

The most important facts relevant to the job being advertised must stand out above everything else. Be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences.

List your job positions

If you have worked for the same company for a number of years, it could be a good idea to list every job title you held. You may have developed various responsibilities and skills in each role, which may be relevant to the job you are applying for.

Remove your older work experiences

If you have been working for 10 years or more, there is no need to list all of your work experience. Most recruiters agree that the last 10 years of your career is enough.

Back up your qualities and strengths with facts

Instead of creating a long list with all your qualities (e.g., disciplined, creative, problem solver) try to connect them with real life work experiences.

Use the right keywords

Most companies are already using software to search for suitable candidates. This means that the HR department will run search queries based on specific keywords. Guess what, if your resume doesn't contain the keywords related to the job you are applying for, your application may be overlooked.

Use bullet points

Most recruiters don't have time to read long paragraphs. Make sure to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

Proofread it twice

It is critical that you proofread your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many times as necessary. Get someone else to read it, just to be on the safe side.



Professional goals

Including professional goals in your resume can help give an employer an idea of where you see yourself going, and how you want to get there.

Put the most important information first

Most of the time your previous work experience will be the most important part of the resume, so put it at the top, where it will be noticed.

Don't include irrelevant information

Irrelevant information such as political affiliation, religion and sexual preference may reduce your chances of getting an interview.

No more than 3 pages

Most employers and recruiters agree that a resume should be no more than 3 pages long. Provided all the necessary information is there, the shorter your resume, the better.

Use action verbs

Action verbs clearly communicate your experiences and achievements. Examples include managed, coached, enforced and planned.

No pronouns

Your resume should not contain the pronouns "I" or "me." Since your resume is a document about you, it should be written in third person.

Document Design





The 5 second skim test

Resume design can be challenging, so here are some tips to help you design a better resume. People reading your resume don't have a lot of time. They will spend a few seconds scanning your resume before deciding whether to keep or discard it.

To ensure that your resume gets past the initial screening, you should design it in such a way that employers can read the document easily.

Keep the design simple

Do not use a coloured background or fancy fonts in your resume. Make sure that the text is big enough to read. Ideally 11-12pt is acceptable, Arial and Times Roman are good choices.

Use white space

Do not jam your resume with text. White space between the words, lines and paragraphs can improve the legibility of your resume.

No pictures

Unless you are applying for a job where the physical traits are very important (e.g., modeling, acting and so on), don't include a photo.

Don't use resume templates

Don't use an online resume creator. They create generic resumes that generally end up in the bin.

Use a good printer

When sending in a printed version of your resume make sure to use a decent printer. Laser printers are the best choice.

Make your resume email proof

Sometimes when you email your resume, your attachment may get blocked by spam filters. A good idea is to have a text version of your resume that you can copy into the body of the email if applicable.

More tips to enhance your resume





Do not include 'no kidding' information

Many people like to include "Available for interview" or "References available upon request" in their resume. It should be a given that you are available for an interview and that you will provide references if requested, so don't do it.

Explain the benefits of your skills

Merely stating that you can do something will not impress the employer. If you manage to explain how your skills will benefit the company, then you will greatly improve your chances.

Avoid negativity

Do not include information that might sound negative in the eyes of the employer. You don't need to include the things you disliked about your last employer.

Achievements instead of responsibilities

Resumes that include a long list of "responsibilities included..." are plain boring, and not efficient in selling yourself. Always describe your professional achievements, in different ways.

Use numbers

Numbers get noticed and are a great way to communicate information. Don't merely mention that you increased productivity. For example, say that you increased productivity by 12% or by \$20,000.

One resume for each employer

One of the most common mistakes that people make is to create a standard resume and use to apply for every job they can find. Sure it will save you time, but it will also greatly decrease the chances of landing an interview. Tailor your resume to each job. The same point applies to your cover letter.

Identify the problems of the employer

Tailor your resume to identify what possible problems the company you are applying to may have. Show them how your skills and expertise may help solve those problems.



Don't mention your age

It is illegal to discriminate against people because of their age, however, some employers still do this. Unless specifically requested, do not include your age on your resume.

Go with what you've got

If you've never had any real working experience, just include your holiday jobs or volunteer work. If you are currently studying, include this in your resume.

No lies

Employers and recruiters will do background checks. If you are caught out, it might ruin your credibility for good.

No hobbies

Unless you are 100% sure that some of your hobbies will support your job application, avoid mentioning them. I know you are proud of your swimming team, but share it with your friends and not with potential employers.

Update your resume regularly

It is a good idea to update your resume on a regular basis. Add new information such as courses, training programs or academic qualifications that have been completed.

No scattered information

Your resume must have a clear focus. Make sure that all the information is relevant to the job being advertised.

Consider getting professional help

If you are having a hard time creating your resume, or you are not getting called in for an interview, consider getting a professional resume written by someone who understands the industry.



Need a professional resume?

**For a discounted price on a resume and cover letter
call (07) 5562 2212 and quote that you read this book.**



What can I say but "WOW" and of course, a thank-you. Julia, I didn't expect to receive an end product of such quality so soon, you truly are a credit to your profession. I was about to send you the Work Achievements Form but it seems you've spun your magic without it. I am more than happy with the end product and any minor tweaks would be an insult to the gratitude I have for you, that I couldn't amend myself. I would be more than happy to submit a testimonial and I'll happily spread the word of your professional prowess in resume writing to my work colleges, feel free to use this as a testimony too. Thanks again for your exceptional work.

I just wanted to commend you on an "absolutely fantastic" presentation of my working history, and tailoring it the way you have to suit mining applications, ...brilliant and extremely efficient in all my short dealings with you... Cheers and thank you.

Just would like to say thank you for the resume, it is absolutely fantastic. There was no way that I could ever have done a resume to that high standard. I did not realise what is needed today and your service no doubt will assist me in gaining employment.

Hi, thank you for providing me with the mining specific resume - it looks fantastic ! I appreciate the time and effort which you have put into the resume, you have done a fantastic job; it is obvious that you are an expert in your craft, thank you so much.

Dealing with Natasha has been great, she did a very professional and detailed resume for me I would recommend this service to anyone. Very easy to deal with, and totally stress free.

Are you ready to increase your job opportunities?

For more information on courses to help increase your job opportunities click on any of the below courses. Alternatively, call us on **(07) 5562 2212**



Safety

Standard 11 Mining Induction



Working at Heights



Confined Spaces



Operate Light Vehicle (4WD)



Haul Truck Operations



Front End Loader Operations



Dozer Operations



Grader Operations



Management

Cert IV in WHS



Supervisors (G1, G8, G9)



Cert IV in Training & Assessment



Risk Management (G2)

