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Step-By-Step Resume Builder

STEP 1   **Let's start with your contact details**

At the top of your resume, include the following:

Name:

Phone Number:

Mobile Number:

Email:

Address:

A little advice

Have a professional-looking email address, so stick to one with your name in it (e.g. johnsmith@gmail.com). Also, some employers regard Yahoo, Hotmail or AOL accounts as dated. The safest options are to create a Gmail account or a custom domain if you know how to go about doing it.

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STEP 2   Listing your work experience

From the most recent, write down your work experience from the last 10 years. In each point, include previously-held job titles, dates of employment, work responsibilities, and accomplishments.

Split each work experience into the following sections:

Header

- Previously-held job titles

  If your job designation isn't the everyday typical term, you should alter it to something more familiar-sounding that describes what the job entailed.

A little advice

No matter how much you have accomplished at a company, keep your description to a maximum of 6 points.

- Dates of employment

  Employers look at dates of employment to find gaps between. List down the month and year when you started working in the company and the month and year when you left.

Description

- Work responsibilities

  Include your job responsibilities in points as succinct as possible. Remember, brevity is key here.

- Accomplishments

  Let your prospective employer know how good you were at your job by stating what set you apart. Use awards, accolades, promotions and numbers to back up your claims. The more impressive they are, the more likely you are to get noticed.

STEP 3　Filter irrelevant work experience

Now, take a look at your list. Are there any that aren't relevant to the position you are applying for? Don't include all the work experience you've had.

Remember the first rule in resume writing: your resume has to be short – one page long – and succinct. Employers don't have the time or attention to read through every detail you provide, so keep to the most important and relevant points.

STEP 4　Let's talk about education

List your educational background in reverse chronological order, from most recent first. Include school, qualification awarded, year you graduated and awards you received.

A little advice

You can build up on this section with continuing education and professional coursework if you feel that it's too empty.

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For this section, ask yourself what are some skills you possess that relates to the job? Some skills you can include are IT, language and leadership skills.

IT skills
Employers look out for tech-savvy candidates, regardless of what industry you're in. List down the software you're proficient at using, such as Microsoft Office.

Languages
Communication is the most important skill you should master as a salesperson, and knowing how to speak more than one language will be a big plus for you.

Others
Don't forget to include any other skills that you've picked up at courses. You might want to include leadership or social media skills too.

IT skills	Languages	Others

STEP 6   Who are your references?

This is the last segment of your resume, but also the most important.
References serve as a final proof of your experiences, talents, skills
and character, so you should only add those you feel confident will give
you a glowing commendation.

A little advice

Give a
heads up to the
people you're adding to
your references list or they
might be caught off guard!

STEP 7   Putting them all together

Unless you have a good reason to, your resume should only be one page long.

Your contact details
should be the first
thing the hiring
manager sees.

For your contact details
and headers, you can
use a different typeface
but keep it simple.

CONTACT

Address	Main street, postal code
Email	contact@domain.com
Phone No.	6123 4567
Mobile No.	9876 5432
Website	www.yourwebsite.com

SKILLS

IT SKILLS

LANGUAGES

TEAMWORK

EDUCATION

■ **Bachelor's Degree** - Jan 2014 to Jan 2015
University Name
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Nullam ut volutpat sem, ac
faucibus ante.

■ **Bachelor's Degree** - Jan 2014 to Jan 2015
University Name
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Nullam ut volutpat sem, ac
faucibus ante.

■ **Bachelor's Degree** - Jan 2014 to Jan 2015
University Name
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Nullam ut volutpat sem, ac
faucibus ante.

YOUR NAME HERE

PROFILE

Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Nullam ut volutpat sem, ac
faucibus ante. Praesent commodo consequat
commodo. Phasellus consequat venenatis
dolor, eu tempus velit consectetu.

EXPERIENCE

■ **Company Name** - Jan 2014 to Jan 2015
Job Title
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Nullam ut volutpat sem, ac
faucibus ante.

■ **Company Name** - Jan 2014 to Jan 2015
Job Title
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Nullam ut volutpat sem, ac
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■ **Company Name** - Jan 2014 to Jan 2015
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Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Nullam ut volutpat sem, ac
faucibus ante.

Don't include photos
-- not even your own!
-- as it might distract
the hiring manager
from the important
information.

Keep the
most important
experiences in
the top third of
the page.

Use a basic font
such as Arial or
Helvetica in size
10 to 12 for easy
readability.

STEP 8   Proofread, proofread, proofread

The worst thing you can have on your resume is a bunch of spelling errors or grammatical mistakes. Read through it over and over until you're confident it is error-free.

A little advice

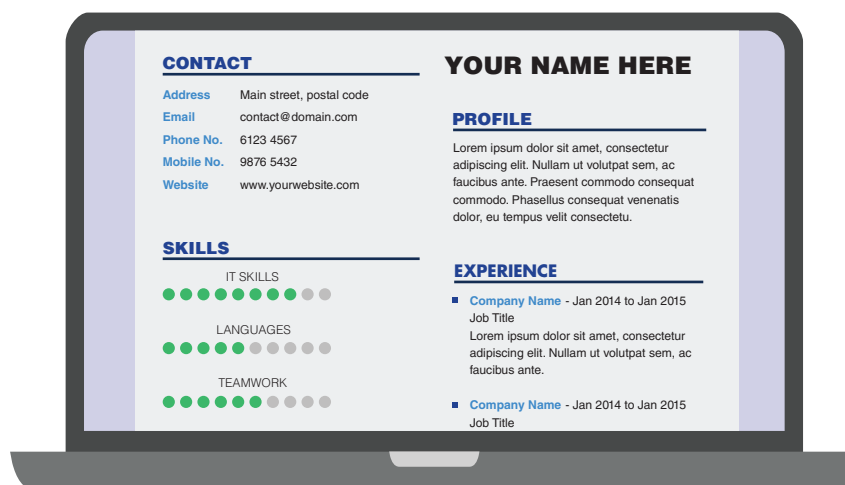Ask your friends to go through your resume as an extra precaution.

STEP 9   The finishing touches

Your resume is almost complete. If you are sending it out through email, save your resume in PDF format instead of .doc or .docx. This way, your careful formatting wouldn't be messed up when the hiring manager reads it on his computer.

Also, remember that you're not the only candidate sending in your resume. Save your document as "Jane Doe Resume" instead of "Resume" to save time and confusion on the hiring manager's end.

STEP 10   Send it off!

You're good to go. Now, send it off with a great cover letter to re-emphasise why you're perfect for the job.

CONTACT

Address	Main street, postal code
Email	contact@domain.com
Phone No.	6123 4567
Mobile No.	9876 5432
Website	www.yourwebsite.com

YOUR NAME HERE

PROFILE

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SKILLS

IT SKILLS

LANGUAGES

TEAMWORK

EXPERIENCE

Company Name - Jan 2014 to Jan 2015
Job Title
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ut volutpat sem, ac faucibus ante.

Company Name - Jan 2014 to Jan 2015
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