

## • DEVELOPING EFFECTIVE RÉSUMÉS

- ❑ The résumé is a career marketing document and takes time and attention to create. It is the first impression the recruiter has of you and its job is to help them decide to invite you for an interview.
- ❑ When viewing your CV/résumé, recruiters look for accomplishments rather than solely a description of your responsibilities. Accomplishment statements demonstrate your proven ability to achieve what you've written in your resume.
- ❑ Align your CV/résumé content with requirements for a position, it makes it easier for an employer to shortlist you. Alignment is not about copying the job posting and placing the exact contents into your CV/résumé. It's about making a list of keywords and key phrases that are common to job postings for your field that show what employers are typically looking for and making sure that, when true, these are represented in your CV/résumé.

### Statement of Interest

We want to see what you achieved on the job – and this is where accomplishment statements have value. Accomplishments refer to actions you've taken that show results or impact; employers want you to differentiate yourself by showing why your actions have mattered.