

Fast Track to an Interview with your Resume

An impressive resume is one of the easiest ways to fast track your way to an interview and yet its importance is often underestimated. A professional and succinct resume that is indicative of your experience and your points of difference will ensure that it stands out to our often very busy clients. Tailoring your resume to the specific role and industry wherever possible is a great way of demonstrating that you are the best person for the role!

General Layout:

- Use a professional font in a moderate size (e.g. Arial or Times New Roman, 10-12).
- List your full name, residential & email address, mobile & landline numbers at the very beginning of your resume and remember there is no need to include the words; “CV”, “Resume” or “Curriculum Vitae” anywhere on your resume.
- Using spell and grammar check reflects your attention to detail, which is often seen as an important quality in a candidate, particularly in research and analytical positions.
- Send your resume in msword format with your name as the file name e.g. Smith, Sally.
- Try not to use any fancy formatting including tables or saving as pdf files as these can cause problems with different versions of software.

Employment History:

- List your job title and company name along with the dates worked (usually to the nearest month) from most to least recent.
- A descriptive, yet concise list of past/current job responsibilities and achievements using industry terminology and skills highlights why you would suit the current position. For instance if you were a Qualitative or Quantitative Researcher list which specific techniques you used in that area. It is also useful for researchers to specify the industries in which they have conducted research (for example FMCG, services, financial, media etc).

Education:

- List your education and the institution from highest to lowest qualification including any majors and significant projects completed, along with the dates.
- List any awards or prizes received that compliment your educational qualifications.
- If the academic qualification is unfamiliar in the country your resume will be sent, it can be a good idea to include results with percentiles or rankings for comparison to more familiar educational qualifications.

Software:

- List any software that you have used, along with your proficiency or level of experience e.g. SPSS, Excel and PowerPoint. Software is often considered an advantageous competency when hiring.

Other Skills, Professional Memberships, Activities, Interests, Sports & Languages:

- Listing professional memberships emphasises your interest in that area and commitment to furthering your career e.g. ESOMAR or AMSRS memberships.
- List all languages and their proficiency (written and spoken) – good if you are looking to obtain a job overseas.
- Specify your hobbies and any community groups that you are involved with - especially if they involve leadership as this indicates commitment and the ability to handle responsibility.
- Listing any team sports that you participate in is a good way of showing that you are an active person and a team player. List any coaching, awards or prizes associated with your participation.
- Listing your interests can give your potential employer insight into your personality.

Referees:

- You do not have to list the contact details of your referees on your resume; however it is a good idea to have them ready by the time you are at interview stage, so that things can progress quickly. It is always best to contact your referees and let them know that you are using them and to expect a phone call from us.