

The Resume Audit

Given that the average time a recruiter spends reviewing a resume is six to ten seconds, it is important that your resume is hitting the mark. Check the following to ensure your resume captures your intended audience and is read beyond the first ten seconds!

Formatting

Is your resume too long? It should be kept to two or three pages in length. (Four or five pages would be acceptable for a longer career history.)

Do you have the most important points at the top of your resume? The top third of your resume is the most valuable real estate, so make sure you have included your key selling points on the first page. Ensure that your most recent role experience is on the first page. We recommend including experience before skills and education as the recruiter is the most interested in your last role.

Have you used your space sensibly? Make sure you use more space for your recent role and less space for older, less relevant roles. Lay out the resume so that text from one job doesn't run over to the next page.

Does your resume have a consistent formatting? Once you have chosen your format, use this throughout and be consistent with headings. If you write the day, month and year for one date, then use that same format throughout the rest of the resume.

Is your resume easy to read with plenty of white space between text? Try not to make it too wordy. Don't have dense blocks of text. Similarly, don't use too many bullet points, as this is effectively the same as a dense block of text. Make it easy to read and make it visually appealing so that the reader actually wants to read it.

Have you used professional fonts? Don't use overly fancy fonts or artwork.

Have you removed tables or text boxes, images, charts from your resume? While tables, text boxes, images and charts may look impressive on a wide screen, these are hard to read on a tablet or mobile device, and also confuse Applicant Tracking Systems. Test your resume to see if it can be read easily on a mobile device.

Have you used a photo? Photographs can elicit unconscious bias towards the applicant. According to one statistic, there is an 88% of rejection rate for those that have a photo on their resume!

Have you done a grammar and spell check? Statistics have shown that even one grammar or spelling mistake can send your resume to the trash bin.

Looking to land a role through u&u?

Accounting & Finance
Alan Duggan: 07 3232 9131

Business Support
Erica Brock: 07 3232 9129

Construction & Property
Jess Mitchell: 07 3232 9149

Digital
Sophia Philippou: 07 3232 9139

Engineering
Erin Dennis: 07 3232 9117

Executive
Tim Turner: 07 3232 9135

Human Resources & HSE
Andrea McDonald: 07 3232 9103

Information Technology
Ben Pace: 07 3232 9112

Legal, Risk & Compliance
Katie Francis: 07 3232 9116

Marketing & Communications
Cassandra Vickers: 07 3232 9119

Procurement & Contracts
Dee Clarke: 07 3232 9100

Sales
Chris O'Flynn: 07 3232 9111

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Style

Have you written your resume in first person? Don't write in third person. Use verbs that would describe you in the first person such as 'sell', 'create', 'manage'. Remove all personal pronouns such as 'I' and 'my'. Don't use the present participle form ('selling', 'creating', 'managing').

Is your tense correct? For current or most recent jobs, use the present tense. All previous jobs and all achievement statements should be in the past tense.

Have you used a direct and active writing style? Use short, concise phrases and keep paragraphs under five lines.

Have you used too much jargon, buzzwords or abbreviations? This can put readers off and make the reader lose interest.

Have you used emphasis? Use capital letters, italics, dashes or bullets to emphasise certain items.

Content

Have you included too many personal details? Including details such as your date of birth, marital status, or number of children is not needed; you will only leave yourself open to unconscious bias. This information should not be used by employers to assess a person's suitability for a position; it is against anti-discrimination legislation. Similarly, with hobbies and interests, only include them if relevant.

Does the Summary focus on the kind of work you are seeking? It needs to be tailored to each role you apply for. Make sure you mirror the advertisement's language and, if possible, any key words that will be picked up by the Applicant Tracking Systems. The Summary also needs to answer the question "Why should I hire you?"

Does the Summary or Profile create a compelling argument to talk to you further about the role? The aim of this section is to grab the attention of the reader and give them a quick snapshot of the skills you offer to the role.

Have you clearly documented your work history? Document your work history and the details of each position, places of employment, locations and dates in reverse chronological order, so that your most recent role stands out to your Recruiter.

Have you included experience from over 15 years ago? Make your cut off point 15 years as the rest is not relevant anymore.

Have you got gaps in your employment history? Try to plug these gaps, Recruiters are suspicious about gaps and would rather see why there was a gap.

Have you included achievements? Make sure you have quantified the business results. Make sure there are measurable outcomes.

Does your resume stimulate the questions that you want to answer in an interview? (The content in your achievement statements should be the most relevant section here.)

Have you removed your referees' names? We recommend you leave these referee details for later stages in the interview process. You will need to manage your referees ahead of a future employer calling them to prepare them and coach them on the role you are applying for.

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