



HOW TO
**THINK LIKE
AN EMPLOYER**
REAL RESUME TIPS



RECRUITMENT
CENTRAL

HOW THE EMPLOYER THINKS

The most common complaint from employers is they struggle to find information in a resume; everyone has a different layout and gives different information. With no uniform templates for resumes, making the reader's experience effortless is key to getting a phone call which is how you gain a face to face interview.

Feedback from recruiters and employers is they initially skim read a resume; the average consensus is you have 30 seconds to capture their attention before they move to the next resume.

Most readers will look at the following to quickly make an assessment:



Location

Can you travel to their location, how far away are you? If the job isn't close explain your reason for applying in your cover letter or even better leave your location off your resume.



Finding Hardskills

Can they quickly find the skills on their wish list?



Computer Skills

Perhaps they are looking for MYOB or PowerPoint – is it easy to find on you resume?



Employment History

Have you done this type of role before, is it easy to see the work you've done and can they imagine that matching to their role?

BEAT THE SKIM READING TEST

The best way to manage skim readers is to provide stories. A story will help the reader visual your day-to-day role. Use these to describe the company you worked for and the role that you held there. **See the example Schedule A**

Assist the reader by having easy-to-follow duties lists - lead your task description with the task itself then detail out the action you took for that task.

*Example: **Spreadsheets** - Creating and maintaining complex spreadsheets for various reporting purposes.*

Remember – it's about making their job easier.

WHAT'S THE READER'S JOB? FINDING SOMEONE TO FILL THE JOB

Employers are trying to fill their wish list. Think about what they are trying to find and make sure those words are in your resume.

HOW TO GET MORE THAN ONE RESUME - FAST

Tailoring resumes to different roles is time consuming and let's face it, boring. The fastest way to quickly produce different resumes is to have sub-sections in the tasks area of your Employment History.

Once you've created the subsections move them around in your work history to create different resumes. For example, an Admin resume, a Customer Service resume, an Accounts/Admin resume. **See the example Schedule A**

HOW TO SELL YOUR ACHIEVEMENTS/PROJECTS COMPLETED QUICKLY

In keeping with the idea that the reader wants information quickly, start with the project or achievement then provide the detail. **See the example Schedule A.**

SCHEDULE A – EXAMPLE RESUME INFORMATION

PERSONAL DETAILS:

Locations Sought eg: Southside, City, Western Suburbs – or your address, whichever suits you
Phone: ***
Email: ***
Transport: Own vehicle/Public Transport

EDUCATION:

List your education/ qualifications, including any ongoing study. For example:

Bachelor of Arts, University of xxx, 2015 – Ongoing

Certificate IV in Workplace Health & Safety, xxx College of TAFE, completed 2008

Year 12 High School Certificate, xxx State High School, completed 2007

SKILLS OVERVIEW

Summarise what you've done in your working history. For example:

- **Accounting/Bookkeeping**
 - BAS (Business Activity Statement)
 - Preparing and Reconciliation of Business Financial reports
 - Accounts Receivable
 - Accounts Payable
 - Payroll (3 years)
- **Project Financial Administration**
 - Creditor Invoicing
 - Project Financial Forecasting
 - Project reporting for Auditors
- **Office Administration / Support duties**
 - System support Trainer
 - Receptionist
 - Office Assistant

SCHEDULE A – EXAMPLE RESUME INFORMATION (CONTINUED)

SOFTWARE PACKAGES

List the computer programmes you can use – make sure they are relevant and up to date. For example:

- Word – Advanced
- Excel – Advanced
- Publisher – Intermediate
- MYOB - Advanced
- Typing speed – 54 words per minute

PERSONAL ATTRIBUTES

List your personal attributes that would be an asset in the work place. For example:

- Reliable
- Organised
- Detail oriented

ABC CONSTRUCTION ENGINEERS

JANUARY 2009 TO CURRENT

A division of a large global Engineering firm working across a broad range of professional services

Finance Officer/Administrator

Worked as part of a project team. This role supported 10 engineers from an admin perspective and 1 Project leader on a more one-to-one basis. It was a high-volume environment with a constant workflow and regular deadlines, which was managed by having a structured task system and a base routine which also allowed for urgent work to be managed.

Accounting Duties:

- **Payment Processing** – data entry and allocation of payments for Projects and Trust account
- **Bookkeeping** – full process using MYOB
- **BAS** - preparing monthly BAS reports for review by the CFO
- **Month End Reconciliation** - preparing monthly reconciliation via the reporting system, highlighting areas of concern, identifying potential errors
- **Reporting** - preparing relevant reports for Auditing purposes on Monthly, Quarterly and Annual basis
- **Accounts Payable** – data entry of Supplier’s invoices, checking against purchase orders
- **Job Coding** – coding invoices to the relevant project codes
- **Database** – maintaining Supplier’s Invoice database in Access 2010
- **Claims** - processing staff claims and payment request
- **Customer Service** - liaising with Creditors / Debtors as required
- **Accounts Receivable** – receipting and reconciling accounts – mid volume and end of month reconciliation
- **Petty Cash / Banking** – reconciling monthly petty cash, generating banking receipts

Project Support Duties

- **Admin Support** - assisting Business Supports Managers, Project Managers and Administrators for all financial and administration tasks
- **Project Financial reporting** – generating reports, highlighting errors/concerns
- **Creditor Invoices** – preparing and processing high volume Creditor Invoices
- **Spreadsheets** - creating and maintaining complex spreadsheets for various reporting purposes

Other Duties:

- **Staff training** – accounting systems and procedures
- **Administration support** – document control, meetings, diary coordination, scanning, general office admin
- Relief reception

KEY ACHIEVEMENTS:

- **Incident Management Report** - Assisted in creating an Incident Management Report that was rolled out across all projects. This resulted in more accurate reporting and ensured all incidents were handled in a uniform manner.
- **Procedure Streamlining** – Identified 18 procedures that could be streamlined to reduce admin time by creating automated calculations in spreadsheets and merging several reports.