**George McGregor**

Suburb, State Postcode

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**JOB OBJECTIVE**

This is optional but if you’d like to tell the employer what drives and motivates you, add that here. In many cases, this won’t make a huge difference in the initial ranking stages.

In constructing your document, don’t use headers, footers, logos, page numbers, images, tables or anything fancy e.g. instead of using a company name, you use a logo. Avoid using icons or unusual fonts or font spacings too. The simpler the better. If you want to send a more designed resume, store it somewhere and add a link to it in your simple resume. Preferably, save your resume as a Word document. PDFs often work fine but, in some cases, (e.g. a profile PDF downloaded from LinkedIn) they don’t so why take the risk! Update your resume every time and save it as a new document on the day you are submitting it.

**WORK EXPERIENCE**

**Company Name 1**, Location

*Job Title*

(MM/YYYY)-Present

Use typical job titles. For example, while your company might have given you the title Chief Customer Guru Master, that’s probably not going to match you to many other roles. Change this to Chief Customer Officer or similar. Write about your experience and your results. Do not simply list your day-to-day tasks. Discuss measurable results and accomplishments that can be attributed to you directly rather than tasks. Remember, “tasks tell, accomplishments sell.” To create a strong measurable result, try this format: [Action verb] [short explanation of accomplishment] resulting in [measurable outcome]. Using %, $, etc. can add impact. For example:

*Responded to an average of 62 customer support requests per day, improving response time by 81% and customer satisfaction by 21% between 2019 and 2020.*

**Company Name 2**, Location

*Job Title*

(MM/YYYY)-(MM/YYYY)

Keep your sentences short and to the point. This works for both machine and human readers. Focus on things that are most relevant to the new job, rather than going into every detail about the responsibilities that took up most of your time. Above all, tailor your resume to the job description. We can’t emphasize this enough. Use the language the person who wrote the position description uses.

**Company Name 3**, Location

*Job Title*

(MM/YYYY)-(MM/YYYY)

It’s OK to leave positions off your resume if they aren’t relevant to the job you’re applying for. Unless the experience is crucial, you can also go into fewer details on older positions. Don’t worry about having the same amount of information for each job. Write more about the most transferable skills and experience. Good resume systems can actually match your skills to the job dates and compute your total years of experience for each skill and the date that you last used each skill which is extremely important information. You can put your skills into a separate SKILLS section if you want to but even if you do, make sure that you also put those same skills into the individual job position history descriptions.

**EDUCATION**

Degree, Graduation Year (YYYY)

College Name, Location

If you went to college or uni, don’t worry about putting your high school details in your resume.

Other headings you may want to add could be PROFESSIONAL AFFILIATIONS, COMMUNITY SERVICE, VOLUNTEERING, AWARDS, CERTIFICATIONS, LICENCES or TRAINING. Again, add a separate section for each and only do so if it is relevant to the role.

**DISCLAIMER:**

We hope we’ve given you some insights into how to make your resume rank well when applying for jobs. This information is provided as a general guide only and I’m Your New Pty. Ltd. does not guarantee that following this guide will lead to a better job applicant outcome. Please also note that not all resume systems work the same and you may need to tailor your resume in a different way for other roles.