



Employment and Recruitment Update

The first hurdle is having a resume that is attractive to an ATS.

An applicant tracking system (ATS) is a software program used throughout the hiring community. There are many different ATS companies and products. Large companies may have their own, in-house ATS. They are designed to help recruiters and hiring manager's process and manage large volumes of job applications and resumes.

Tips

- Don't use a PDF file format for your resume – PDF documents are easily misread by an ATS. **However**, if the job application says send a PDF, make sure you do exactly as asked.
- Don't use tables or graphical images – An ATS will process your document from top to bottom. Tables generally go from left to right. An ATS won't make sense of your data and won't be able to process graphics at all.
- Don't use borders which could be interpreted as text boxes for example – Hello
- Avoid headers and footers, too, as these can be incompatible with most ATS.
- Include all the keywords that apply to your skills and background (pick them out of the advert exactly as they are and tailor them into your resume).
- Don't get cute with section names – Use conventional heading such as "Work Experience". The ATS software is looking for specific terms. If it can't find them on your resume, it bypasses the section altogether.
- Always put words on a line before numbers – An ATS expects to see a company name before dates of employment. If your work experience starts with a date, the software will skip the section.
- No Italic.
- No hollow or fancy bullet points.
- No more than two pages.



Additional Tips

The second hurdle is having a resume that is attractive to the employer/recruiter.

- All work experience and educational/PD information to be in chronological order from present to past years, no more than 10-15 years of experience unless relevant to the job.
- No gaps in your resume. Employers will see this and ask you what you were doing during that time.
- No street number and street name, most correspondence is now done via email not the post.
- If you apply for local jobs (<15km) then put your suburb and postcode, otherwise leave it out. Local employers like to employ local people.
- If you are over 18 years of age, don't put your age, only if you are younger as some industries such as Retail and Hospitality want young workers as they pay them less.
- No Interests unless they are specific to the industry. Most employers don't care about your interests.
- Use Calibri or Arial – text (12) headings (14).
- Have some white space and ensure your resume is balanced across the page and recruiters love to scribble all over your resume.
- No spelling or grammatical mistakes – proof read as well as get someone else to proof read.
- Resume should be specific and concise, recruiters and employers are time poor, they want the information to jump out at them, they will not sift through a resume for information.
- Be prepared to be Googled and looked up on Facebook.

Processes are always changing in the recruitment world, so keep current on trends; these are only guidelines and are only there to support you and your students. Visit recruitment agencies web sites on a regular basis to keep on top of recruitment tips.



Name
Email: xxxxxx@xmail.com.au
Mobile: XXXX XXX XXX
Ferntree Gully 3xxx (only if <15km from job)

Professional Summary (or a suitable name for the cohort using this sample)

Only 3 -4 sentences (paragraph)

Ensure the first area at the top of your resume is a "summary of experience" and includes specific applicable experience as opposed to generalities.

Consider using words from the job description or posting so that applicant tracking systems (ATS) can recognise them and make a match. This area of your resume should be designed to prove your value proposition and differentiate you from your competition — and shouldn't list objectives.

If you are young and passionate about an industry you can call it "Career Aspiration"

Personal Attributes (pick soft skills that are **TRUE** to you and provide an example if possible)

Try and focus on the soft/employability skills that they are looking for and see if they are congruent with yours. Prioritise as they have in their article, but ensure they are also true to you because if you get to an interview they will ask questions to get evidence to support this.

- Effective Communication Skills: example
- Honest and Reliable: example
- Flexible: example
- IT Skills: Microsoft Office, Internet (any industry specific software package eg MYOB)

Achievements (measurable and above and beyond what your job required)

- Class captain (in partnership with one other class representative) 2013
- Represented school at National Youth Day events 2012

Work Experience

This should be listed in chronological order, beginning with the most recent. Include employer names, positions held and primary responsibilities. Use language like "managed" or "oversaw" as recruiters and hiring managers react better to this terminology with the year to the right.



Position xxx 2014 - current
Company
Duties:
• Xx

Example - Gardening Assistant xxx 2011 – xxx 2014
All Rounder Gardening Services P/L
• Worked in community gardens
• Assisting members of the local community with planting
• Caring for allocated sections
• Assisted with setup and preparation of community garden
• General repair and maintenance works

Repeat this process (no more than 10 > worth of experience - include any volunteer work/work experience/part time work/holidays) If you have experience that is relevant then add it even if it is from 10 > unless it shows your age)

Qualifications and Licenses

Once you have completed a Certificate III or higher drop off your secondary school – employers aren't concerned about your school they are looking at your Vocational qualifications and experience.

Certificate III Building and Construction 2015
Xxxxx TAFE
White Card

Referees

NOTE: Make sure that you have contacted your referees and asked permission to use their details and keep them in the loop – no more than 3 referees. There are two options, one is to include the person's mobile number but you can also write 'provided on request' – ask your referee what they would prefer.

Name
Managing Director
Company Name
Phone XX XXXX XXXX or Provided on request