

## How to write a resume

### Design your career



Your resume is an integral part of the application process. If done well, it allows you to summarise and highlight your achievements and experiences, in order to get you to the first stage of the recruitment process – the interview.

#### **Suggested headings you can use to construct your resume:**

- Personal details (Name, address, email, telephone, mobile)
- Education details (Dates attended, name of institutions, qualification attained)
- Employment details (Dates, name and description of employer(s), job title(s), responsibilities and achievements)
- Extracurricular activities / University or social involvements
- Additional Skills

#### **An effective cover letter should:**

- Be addressed to the right person
- Not be longer than one page
- Specify the position you are applying for
- Highlight your key skills and qualifications
- Explain your key motivations for applying to the position and company
- Demonstrate that you have researched about the company
- Thank the potential employer for taking time to read your resume
- Include your contact details
- Be free of spelling or grammatical errors

#### **Tips for preparing a successful resume:**

- Access your skills and abilities to understand yourself and what you can offer
- Gather information about the employer and the position to know what the employer is looking for
- Write in clear and concise terms using active words (e.g. accomplished, launched) and keep pronouns (e.g. I, we, they) to a minimum
- List your education details and work history in reverse chronological order
- Prioritise your information – State the most important and relevant first
- Target your strengths, skills, experience and accomplishments to match the employers' requirements
- Keep it honest – do not exaggerate your qualifications / experience to make it sound more impressive
- Ensure that information is presented clearly and free from spelling errors
- Layout and design should be legible, consistent and easy to follow with clear headings
- Always make duplicates and save a soft copy

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