

MINDWORX PEOPLE

HOW TO PREPARE A RESUME

THE COVER LETTER

A cover letter is used as a self-introduction before your potential employer views your resume. Therefore ensure you display the qualities and experiences that set you apart from other applicants. Remember, this is your chance to capture the attention of your potential employer.

THE RESUME

When preparing your resume, first spend time thinking and planning its structure and contents. A resume is not just an overview of your skills and experiences; it is also a demonstration of your written, communication, and organisational skills. As a guide, resumes should be no longer than three to five pages in length and must include the following:

- > personal details,
- > education and certification/training,
- > technical skills matrix, and
- > employment history

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TECHNICAL SKILLS MATRIX

For technical positions, a technical skills matrix is particularly useful for your resume, as it provides your prospective employers with a clearer view of your skill levels and abilities. Below is a guide to effectively present your technical skills and abilities:

TECHNICAL SKILLS MATRIX

| Skill | Years Used | Last Used |
|---------------------------------------|------------|-----------|
| Operating systems | | |
| Windows 2000 Server / Professional | 1 | Current |
| Active Directory | 1 | Current |
| NT 4.0 Server / Workstation | 5 | Current |
| Terminal Server 4.0 | 2 | Current |
| Internet Information Server 4/5 | 2 | Current |
| Citrix Metaframe 1.8/XP | 2 | Current |
| Citrix Winframe 1.6/1.7 | 1 | 1998 |
| Novell Netware 3.12 to 5.1 | 3 | 2001 |
| Unix (Solaris, HP/UX, IBM AIX, DG/UX) | 4 | 1998 |
| Databases | | |
| Pervasive SQL 7.0 | 3 | 2001 |
| Btrieve 6.15 | 3 | 2001 |
| Progress 4GL/RDBMS V6 to V8 | 4 | 1998 |
| MS SQL Server 7.0 | 1 | 2001 |
| Oracle 7/8 | 2 | 2001 |
| Applications / Tools | | |
| BEA Tuxedo 6.4 | 2 | Current |
| HP Openview / Measureware Agents | 2 | Current |
| Novell Zenworks 2 | 2 | 2001 |
| Dell OpenManage | 2 | Current |
| Compaq Insight Manager | 1 | 1999 |
| EMC SAN Software | 1 | Current |
| MS Exchange Server 5.5 | 1 | Current |
| Rightfax Enterprise Server 7.2 | 2 | Current |

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A FEW HELPFUL HINTS

The most important thing is to ensure your resume stands out from the crowd. This will help persuade your potential employer to proceed with your application through to the next stage.

Here are some helpful hints to consider when writing your resume:

- > Create your resume in a common program such as MS Word. This makes your resume easier to read and edit.
 - > Use a font greater than 10 point. This again makes your resume easier to read.
 - > Include basic information such as name, address, telephone numbers, and email address. Although, ensure your email address is professional, for example, sexy69@... is unsuitable.
 - > List your work experience in chronological order, beginning with the most recent, and include positions held and responsibilities.
 - > Ensure information in your resume is **FACTUAL** and **RELEVANT** to the job you're applying for. Avoid including too much detail about your personal interests.
 - > Address the selection criteria as stated in the job advertisement.
- > Focus on what you can offer the employer. Give specific and concise examples of your previous work experience and relate these to the role you're applying for. It may be valuable to create more than one resume, each catering towards a different role.
 - > Avoid the use of mobile text abbreviations, for example "ur" and "2nite". Initials that relate to your technical qualifications, for example "BA" and "CCIE" are acceptable.
 - > Use words that you're familiar with and always **USE SPELL CHECK** and **GRAMMAR CHECK**. Remember, your resume needs to be perfect, where possible get a friend or family member to check the document.
 - > Update your resume at regular intervals to ensure the information is accurate and timely.
 - > Attach your resume rather than pasting it into your email program as this can cause the formatting to be incorrect and difficult for the receiver to read.

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