



Resume & Application Assistance

Your resume will determine if you will be attending an interview for the position you want. Your resume should be balanced with enough information, that is professionally presented so that the person reading will feel that you are worthy of making the short list for an interview.

Presentation

First impressions count. A resume that shows little effort will be lucky to receive a response to inform you that you have been unsuccessful. Employers will often interview candidates based on the level of effort put into their application. This includes your tailored cover letter answering the selection criteria and selling you as the right candidate for the role. Although presentation is highly important be sure not to make your resume look too 'flowery' as it may detract from the actual details of your skills and experience. Remember what you see as appealing might not appeal to everyone in a professional setting.

Detail

Your resume should highlight in detail your education, skills and employment experience. Your employment experience should not be fabricated in any way, this includes length of tenure or your title/position. Remember that employers and recruitment agencies complete reference checks and will take the view that if you cannot be trusted on paper the same might be said as an employee. You need to ensure that all of your detail are current including your current place of employment, contact details and that your referees contact details are current and that you have contacted them to advise that you are submitting applications. Don't use friends/family as referees if it can be avoided. Employers want to hear from the people you have worked for previously.

The Cover Letter

Always include a cover letter regardless if it is requested or not. The cover letter is a chance for you to pitch yourself which cannot always be done through a resume. It also allows the reader to get a better understanding of your current situation and further information about yourself as a candidate. Do not make the classic mistake of sending a generic cover letter that is not personalised or tailored to the position you are applying for. Cover letters that are generic will often attract a generic response to reading your application; you want to grab their attention. The cover letter also allows you to show the reader that you understand the selection criteria for the position and relate it to your skills and experience.

Have you had your resume professionally developed?

Hospitality Recruitment Solutions would see hundreds of applications a week, as such we know what looks good and what doesn't. We also know how different employers respond to different cover letters and resumes. We can assist with resume development as well as giving assistance with cover letters and sending applications for a very small fee, which is ultimately an investment in securing your next opportunity.

Call us to find out how we can assist with a professional application solution.