

A CV is simply an advertising tool used to get you an interview. As with most adverts there is no set formula, in fact even if there were a set formula you wouldn't want to use it as it wouldn't therefore have the desired effect of making you stand out from the crowd. There are however some standard principles that you should include in the resume:

- You're applying for a professional job, so the resume should reflect the qualities of a professional that an employer would want to hire – clean/crisp layout, well written, containing good grammar and have a logical flow to it.
- Not too “out there” in terms of style – while personal preference means that an out there style may jump out at the odd person, the likelihood is that it will alienate more people than it attracts.
- It should be easy to read – text in multiple colours and fonts confuses the reader and takes away from the content.
- Don't make it too long. The person reading your resume is likely to be put off even before they start reading your essay.
- Use Keywords - Especially when applying to larger organisations or larger recruiters remember that most the time your cv will be sorted through a database that seeks out key words, so make sure that you have the words in your resume that they may search for.
- Don't be afraid of putting small images of projects in as this will give a very good snapshot of the size/scale of projects that you have worked on
- You can assume that as you're going for a technical job, most candidates you compete against for roles will have the same “list” of skills on their resume, and will have typically performed the same “duties”. For example most Statutory Planner will have – Assessed Planning applications against legislation, written reports, negotiated with stakeholders etc. The trick is therefore to find the point of difference that will help you to put a spin on your resume. Did you have a high caseload in terms of application numbers? Did you get to work on any complex/difficult/high-profile/unusual projects? Were you responsible for projects from start through to finish, did any cases go to VCAT?
- Rather than trying to list everything you've done - chose 1 or 2 examples of projects and highlight them in more detail, outlining the project, your role, the point you want to highlight and the outcome. Remember it doesn't need to contain all the details but should include things that were impressive about the project, such as size, money value, complexity, green star rating etc.
- Unless the interview is scripted as with a behavioural interview, the interviewer is going to develop their questions based on your resume, choose to highlight examples of things you are confident of talking about in greater detail.