



HOW TO BOOST YOUR APPLICATIONS

Preparing your résumé

THE RÉSUMÉ: A DETAILED BUSINESS CARD

Your résumé represents who you are. It is a decisive factor in ensuring whether or not you get an interview or land a job. As such, it must be attractive to the recruiter/panel.



Be **brief**: aim to make your résumé 1 page long!

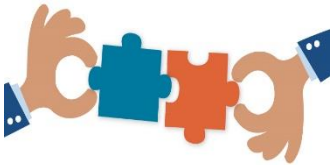
In a few lines, show:

- Who you are
- What you have done
- What you are able to do
- What you want to do



Your résumé must be **clear and well spaced**

Use a neutral, classic font like Times New Roman or Arial, with line spacing of 1 (at the minimum) if possible.



The content of your résumé must be **consistent** with that of your cover letter.

