Application tips

Here's how to make a great first impression with your application and resume. Follow our eight tips for crafting a great application.

1. Keep it simple.

Be clear, concise and professional. Ensure the document is well formatted with no spelling mistakes.

2. Brief is best.

Make sure your resume is no more than one to two pages. Bullet points are a great way to highlight your skills and achievements. In your employment history, start with your most recent job.

3. Sell yourself.

Your responses need to highlight how your experience and skills are relevant to the role you're applying for. Rather than providing a long list of responsibilities, focus on what you have achieved in past roles, including targets met or exceeded, money or time saved, processes improved or revenue generated.

4. Be honest.

Be truthful about your skills and experience. If the information is inaccurate, it raises questions about your integrity. You may be asked to provide certificates or evidence during the recruitment process.

5. Be yourself.

Remember to include your extra-curricular, volunteering and community activities. They show that you are a well-rounded individual with diverse interests, who can manage your time effectively.

6. Get rid of unnecessary stuff.

There's no need to include your age, marital status, religion or nationality. You don't need a profile photo either.

7. Up to date.

Your resume is a 'living document' that you need to edit and update throughout your career. Make sure your contact information is current.

8. Double-check it.

Readers will form an opinion about your resume in a few seconds. Use a modern, standard font that's easy to read. Spell-check and proofread your resume. Then, ask a trusted friend to review it.

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