

Employment – What is a resume?

A resume or CV (*curriculum vitae*) is a common tool used to introduce yourself for both advertised and non-advertised positions. It is a record of your achievements and skills in **education, work and other activities**. It enables a prospective employer to judge your suitability for a role and put you forward to the next stage of the selection process. As the first contact that you'll have with an employer, it's important that you think carefully about what information you include.

There are so many styles of resume to choose from, which shows that there is no right or wrong way of presenting it, but for the best results it is a good idea to follow certain guidelines.

Research

You want to show the employer that you're interested in them, so take some time to find out about the organisation and the role they are advertising. By making a list of points about the employer, you can begin to tailor the resume so that you highlight aspects about yourself which match the job description. If you are applying for a base-level position where there are no specific requirements, a more general resume may be adequate.

Sell yourself

A resume is an opportunity for you to show all your achievements and skills. As a professional artist, you have an advantage because you can demonstrate the career skills you have developed in a unique environment.

Clarity

The employer wants to find information quickly and easily, so the layout is an important consideration. Make sure that the text is well spaced out and that the key points stand out. Some large companies and government organisations, however, will have their own application forms and list of expectations.

When you have a resume that you are reasonably happy with, give it to your SCOPE Adviser or someone else you trust for feedback. This is an important exercise not only because it is very difficult to assess something that you have worked on so closely but also they may suggest things that you had not considered before.

It is very likely that some of the feedback might not be positive, but you should try not to be offended – it is not an attack on you personally! Give yourself a certain amount of time after completing the resume and then go back to it with fresh eyes – this will show you a new perspective and allow you to appreciate other people's comments.