

# RESUME WRITING Q & A

By Danielle Kabilio



Applying for jobs can be daunting and disappointing but it is a necessary process and it is a skill that can be learned and mastered. Come see us for one-to-one coaching support on all things career related.

## RESUME WRITING FAQ

**Q. Can I just have one resume but change and personalise my cover letter?**

A. Sometimes but it is mostly better to always tailor your resume as well as your cover letter. Why? because most recruiters will glance at your resume first and if your resume doesn't demonstrate you have enough relevancy then the cover letter won't even get read.

**Q. Google results say that I need to write some achievements. What exactly is an achievement, I am drawing blanks....**

A. Achievements are easier than you think. An achievement should be simple and within your job expectations not above them. If your role was to balance the till after each shift and you were able to consistently do so, then that is an achievement.

**Q. How do I address breaks and gaps in my resume?**

A. Easy. It is better to address gaps/career breaks in your resume that are longer than nine months in duration. Keep your explanations simple such as "Job Hunting" or "Family Reasons". Give the recruiter enough information but not too much. If they want to know more, an interview is the next best place to ask.

**Q. Should I apply for the jobs sound ok but don't excite me?**

A. Yes. Many job seekers are pleasantly surprised when they have an interview and discover the job or workplace culture is much better than they presumed from the job advert. Remember an interview and a job offer doesn't mean you have to say yes.



We write resumes, give interview coaching and career advice



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