



About Us

The Personnel Connection Pty Ltd has been serving the Hornsby and surrounding areas since 2000. Our Team, with many years of general business and human resources experience between us, specialize in our understanding of a wide range of varied job categories, both Permanent and Temporary, at different remuneration packages.

Our Team offer quality and reliable service you can count on. Furthermore, we are here to address any questions you may have about our Recruitment Services. In support of these, as previous job seekers, we are equally committed to our applicant's requirements and our client requirements.

We take pride in our well established database of candidates, our customers to both our clients and candidates.

Whether your requirement is Temporary or Permanent staff, it is our pleasure to offer our assistance at prices you can afford. At The Personnel Connection Pty Ltd, our Team remains committed at all times to **PROFESSIONALISM IN PRACTICE**. At The Personnel Connection Pty Ltd, our customer always comes first.



The Personnel Connection Pty Ltd

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Tips for Writing Your Resume

Professionalism in Practice

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Your Resume

Your resume is the first thing a potential employer will see from you. You need to spend time planning and thinking about it and the manner in which it will represent your application.

It is not just an overview of your education, experience and qualifications, it also demonstrates your written, communication and organizational skills.

The most important thing to remember when writing it, is that it should be concise, specific and to the point. Never be vague, or include unnecessary, superfluous information, or words that you are not familiar with – instead it should not be longer than 3 to 4 pages.

Don't fudge your dates of employment slightly!! Although it may seem OK at the time, it never is – your potential employer may check them with your previous employer, and will certainly take any 'fudges' very seriously!

You should have at least 3 referees available to act as references for you. Your work referees should be people that can provide detailed responses on how well you performed your tasks and responsibilities in the workplace, they should be someone you actually reported to. Educational referees should be lecturers or professors who taught you, whom you had a large extent of contact with during a semester. It is also preferable that you seek the permission of each referee as you launch

Take the time to tailor – make your resume for each new position you apply for, and it is important you address each selection criteria listed in the job advertisement. Hence, keeping it relevant and 100% up to date – and including information that is pertinent to the position on offer, always sticking to short sentences and key words is essential.

Be sure to focus on what you can do for the employer, including specific examples from your previous experiences and then relating these results to the role for which you are applying for. Be careful though never to lie about or exaggerate your previous experiences!

Because a resume is such an important document, it's format must be very tidy, and easy to read. Be consistent by keeping headings and spaces uniform.

For this reason, never prepare your document in anything lower than a 10 point font, simply to fit it all into 1 page. Furthermore, consider it preferable not to include your photograph, not to use exclamation marks, or to clutter your document – rather create lots of white space.

Examples of Action words you can use in your resume:

These are very important as they depict clearly what you can DO for the employer, as you illustrate specific examples from your previous experiences and then relate these results to the role for which you are applying during your interview together:

Accomplished	Canvassed
Adapted	Challenged
Administered	Clarified
Advocated	Collaborated
Allocated	Compiled
Anticipated	Completed
Appraised	Composed
Arranged	Conceived
Assessed	Conceptualised
Assigned	Concluded

Conducted	Originated
Contrasted	Participated
Contributed	Performed
Convinced	Persuaded
Coordinated	Pinpointed
Created	Pioneered
Decreased	Planned
Delegated	Prevented
Delivered	Prioritised
Designed	Produced
Developed	Promoted
Diagnosed	Publicised
Directed	Quantified
Effectuated	Raised
Eliminated	Recommended
Enhanced	Rectified
Enlarged	Reduced
Evaluated	Reorganised
Examined	Revised
Exceeded	Revitalised
Facilitated	Shaped
Focused	Shortened
Founded	Simplified
Generated	Solved
Handled	Spearheaded
Invented	Strengthened
Illuminated	Summarised
Illustrated	Supported
Improved	Surpassed
Influenced	Tailored
Instigated	Tripled
Integrated	Uncovered
Maximized	Verified
Motivated	
Negotiated	
Orchestrated	
Organized	