

Résumé Tailoring & ATS Tips

Tailoring Your Resume

These are a few tips to give you maximum advantage within current HR systems. Today the most effective résumés are those with content designed to showcase your **relevant** skills, experience, and achievements. Whilst our writers have targeted your résumé to align to your career goals, the further you tailor it each time to the specific details of the position, the more likely you are to be shortlisted by HR technologies and recruiters.

To maximise your success start by studying the application advertisement in detail to identify any skills, requirements, or credentials they are seeking. Next adjust your resume to reflect these. *Where appropriate use the same terminology and acronyms as seen in the advertisement. (This should be subtle and professional to reflect the requirements, but not parroting or keyword stuffing).*

If they seek 'the ability to build productive working relationships' and you have these skills, then feature this prominently in your resume.

ARE YOU THE RIGHT PERSON FOR THE JOB?

You will be assessed on the basis of relevant capability and capacity for the following, which directly relate to 'Your Key Accountabilities':

- **Supports strategic direction**
 - Researches and analyses information relevant to work tasks and responsibilities.
 - Understands the work environment and contributes to the development of work plans and team goals.
 - Understands and supports the organisation's vision, mission and business objectives.
 - Identifies issues that may impact on designated tasks and alerts supervisor.
- **Achieves results**
 - Contributes own expertise to achieve outcomes for the business unit.
 - Works within agreed priorities, works independently on routine tasks and accepts more challenging tasks.
- **Supports productive working relationships**
 - Builds and sustains positive relationships with team members and clients.
- **Displays personal drive and integrity**
 - Provides accurate advice on less complex issues.
 - Commits energy and drive to see that goals are achieved.
- **Communicates with influence**
 - Communicates messages clearly and concisely.
 - Focuses on key points and uses appropriate language.
 - Structures written and oral communication so it is easy to follow.

Jim Smith

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Research, Planning & Analysis | Data Support | Liaison & Engagement

Highly analytical business graduate with a background working across areas spanning administration, services and support, and seeking to build a career in the intelligence field. Strong skills in data analysis, research and report writing, and known as a diplomatic, resourceful, and organised. Possesses a solid understanding of Excel, Word, and research methodologies through business studies. Strong client engagement capabilities through sales background with experience building relationships with clients inside and outside the business. Expert assistant to senior personnel, and capable communicator able to write and present with poise and confidence.

KEY SKILLS & EXPERTISE

Research & Analysis Stakeholder Engagement Administration Support	Work Planning Integrity & Drive Relationship Development	Technology Adaptability Report and Brief Writing Excel & Spreadsheets
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RELEVANT SKILLS & HIGHLIGHTS

Relationship Building: Contributed to the growth of Acme CRM software business through **development of productive working relationships** with corporate and government clients, and worked with the technical teams to customise sales solutions. Offered relational marketing following recognition of exceptional client engagement skills.

Planning & Analysis: Provided support and data analysis to the executive team for Beta Services. Collated monthly sales and financial data in reports, retrieving data, and presenting in visually suitable charts and graphs.

Results: Excellent work planning skills. Designed study plans and regular study groups during studies, and secured distinction results in multiple subjects including Government & Business, Law, and Information Management.

Integrity & Drive: Operated as trusted support to senior executive team at Acme. Stepped up to assume additional responsibilities including monthly account calls to key accounts.

QUALIFICATIONS

Bachelor of Business Administration, University of Southern Queensland, Current
Minutes, Meetings and Management, University of Southern Queensland
Certificate III in Marketing – NSW TAFE

WORK HISTORY

ACME TECHNOLOGY | ADMINISTRATION CO-ORDINATOR 2009 – CURRENT

Hired to assist with office functions for this growing software company. Assisted the business to set up critical financial and client record management systems and wrote the office's administration policies and procedures. Provided critical data analysis and support to the sales team and assisted with day-to-day administration duties.

- **Relationship Building:** Established partnerships with government and corporate clients. Implemented customer relationship management software ensuring relationship nurturing.
- **Data & Administration:** Supported sales administration and data processing functions. Designed business systems and spread sheets that improved reporting and analysis.
- **Sales:** Consulted with clients in regards to software requirements, conducting needs analysis and liaising with technical staff to ensure customised solutions. Created new procedures and communication frameworks ensuring smooth flow of information.
- **Support:** Scheduled, organised and facilitated regular client meetings, addressing any concerns. Supported data management for sensitive and confidential information.

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These are all the key areas you should be editing when applying for each job position. Even just a tweak. The résumé should feel like its been created just for that role. It will give the reader confidence you want the position and are worth bringing in for an interview.

Your Profile Statement, including your heading (introduction), is important to change with each application. Read it carefully and ensure it promotes your value relevant to the job requirements.

You may need to adjust, add, or re-order some of your key skills and career highlights, depending on their degree of importance to the position you are applying for.

Work History. You may want to put greater emphasis on particular aspects of your role relevant to the needs of the prospective position. You can also bring more important achievements to the top of the list.

We hope these have helped. If you have any questions please just call.