



Updating Your Resume: Important Considerations

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CONSTRUCTION
people

Your resume
is often the **first point**
of contact you have with
a future employer.



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First impressions count!



**It should be clear and concise
in explaining who you are,
and what skills and experience
you can bring to the table.**

**HERE'S WHAT
WE'RE LOOKING
TO FIND OUT**

FROM YOUR RESUME

- 1** Your qualifications
- 2** Companies you've worked for
- 3** ... and for how long
- 4** The projects you've worked on
- 5** Your role on these projects, and
- 6** Your specific achievements on those projects

This means your resume should include:

- 1 A project list
- 2 Information about your achievements and any challenges you have overcome at work



Why?

A **project list** and information about your **achievements** and **challenges** are both crucial parts of a construction resume. They're also something jobs seekers often don't include.

We regularly receive a chronology of a persons work history that has zero sell about what makes them the most capable person for the job.

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Stand out by including the above!

The Project List

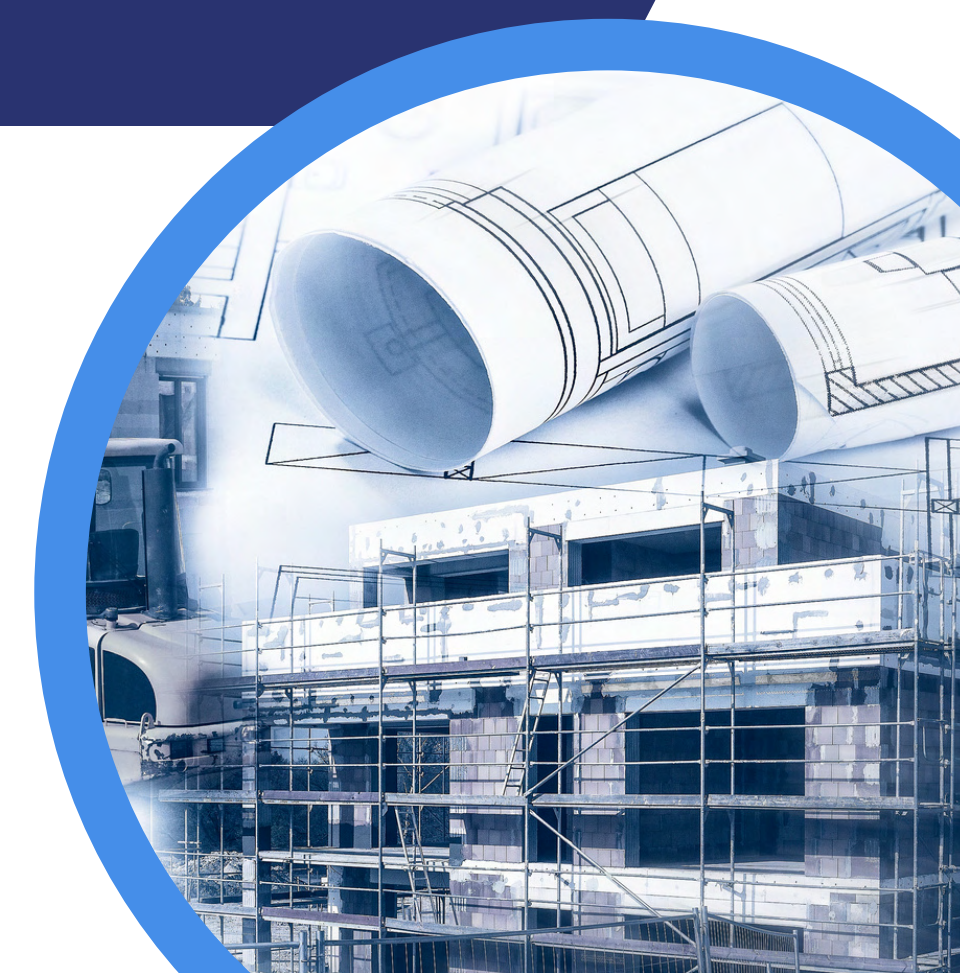
A project list is important because it provides us and the hiring manager with a snapshot of the experience you've gained on previous projects and shows us how relevant that experience is to the role you've applied for. This is the first thing we're trying to identify when looking at your resume.

Capture attention

You know the saying “**recruiters only spend 6 seconds perusing your resume**”? Well, a project list is a good way to capture our attention quickly.

What should your project list include?

- The name of the project and a brief description of it
- The type of project (e.g. residential or commercial)
- The value of the project
- Your specific role within that project



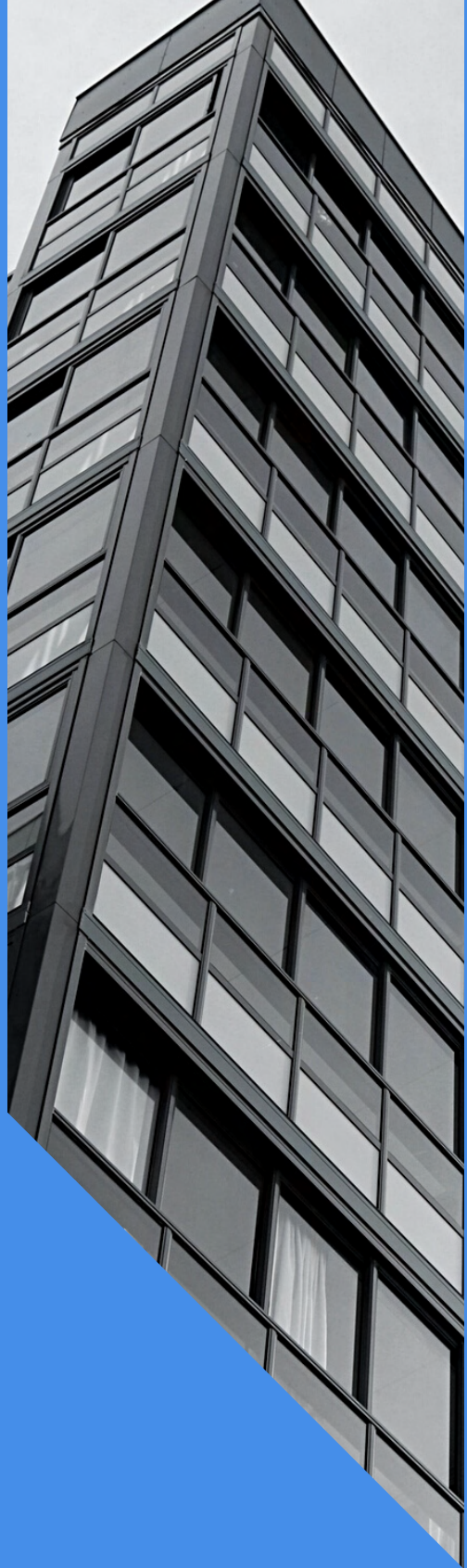
Your Achievements and Challenges

Yes, we need to see who you've worked for and how long you were there, but more importantly, we need to understand:

- ✓ what experience you gained from each employer
- ✓ what you learnt
- ✓ how you built on your skills
- ✓ and what accomplishments you had in previous roles that makes you a better candidate than the next person

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Don't just list your achievements and challenges - provide evidence of them!



A Couple of Examples:

- A Site Manager discussing how a design issue came up in the delivery of a project that affected its progress and how they managed to overcome that problem.
- A Contract Administrator discussing what procurement strategies they employed on a project and how they were successful

Including this information shows initiative and helps to reduce the perceived risk an employer might have about hiring you.



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Make it tangible

For more information...

E: getstarted@constructionpeople.com.au



Or contact:

todd@constructionpeople.com.au

M: 0450 311 840

**CONNECTING
PEOPLE**

**CREATING
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