

# Become smarter on your resume

## How not to write your resume

The resume only has one function: to get you an interview. It is not the place to tell the story of your life, and it is not the place to comment on what you think about the investment climate in Thailand, or if you are a foreigner looking for a job, why you like to work in Thailand. How much you admire the company you are writing to is not going to help you, so use the space for something that tells the employer how you can add value to their business. Here are some important points that you should not include in your resume.

It is not necessary to include names and addresses of any referees. Reference-taking takes place only at the time where the employer has decided to offer you employment. At this time you should if requested be prepared to provide names, not your family or friends but people who have worked with you. Remember to brief those referees carefully about who may call them and what the potential job is about.

Recruiters, that's the HR department or the consultant from Executive Recruitment companies, love to know the reasons for leaving jobs. You should be ready to answer these questions – but not in your resume, only when asked during the interview. Simply leave out any information about why you left a job.

Any type of business has their own jargon, their own short words which people in the business know well. However, it might not be the line manager who will be taking a first look at all the resumes and

applications, but rather the HR department or the Recruitment company, you should avoid abbreviations.

If you have a degree, a bachelor, a masters or any degree relevant for the job you are applying, this should obviously be included under the headline Education. But do not enclose copies of your diplomas and certificates. Instead bring the copies along for the interview in the case the recruiter would like to check your educational credentials.

Any employer will like to see and learn about your most recent jobs and achievements, what relevance it has to the vacant position. First of all, your current or most recent job must be the first on the list under Work Experience. As number two on the list, your second most recent job and the list goes on like that. If you wish to include a work experience older than 10 years, just list the company name and your function.

You should not use Microsoft Excel or Microsoft PowerPoint for your resume; go for the standard and acceptable Microsoft Word document. Do not use a file name such as resume.doc or the employer's company name. Use your own first and last name as the file name when you save the document on your pc.

