

# Do not disqualify yourself in the resume

## Is there enough margins and white space in your resume?

For the purpose of introducing yourself to a prospective employer, but even more important to get you an interview, you need to consider carefully how you present yourself on two or max three A4 pages, the personal resume.

Remember that a resume only has one function: to get you an interview. The resume is in a way nothing else but pure marketing and advertising of you as a person and employee. Here are some valuable tips on what to include – and what not – on that all important sales letter we call a resume.

Use the standard Microsoft Word document and please do not use Excel or PowerPoint. On the top or at the very bottom – for example by using the Header or Footer function in Word - write you name and address. There is no need to write the words resume or CV as anybody easily recognizes what it is anyway. Remember to include your mobile telephone number and email address. Use a business like email address, happygolucky@domain.com does not give the right impression.

Too fancy fonts can be difficult to read so go for something like Arial, Century Gothic, Garamond, Tahoma or Times Roman. Do not be tempted to use underline and italics but use bold-faced type for your section headings. The top

and bottom margins should be between 1.5 to 2.0 centimeters. The left and right margins should measure 2 to 3 centimeters. Insert enough white space between the different paragraphs so it appears easy to read.

Your personal data should include your nationality, your age or date of birth, marital status and gender. If you are absolutely sure that a picture of you will appeal to both male and female readers, that no one will take offence to your hairstyle, glasses, clothing etc., go ahead and attach a photo. If you are in doubt about who will be reading your resume and what that person may like or not like, you should not include a photo. Do not take the risk and end up in No pile, simply because the recruiter has a preference for another type.

The HR department or the Executive Recruitment company consultants are looking for excuses to put you in the No pile because of lack of qualifications, work experience, personal data and appearance. Do not give them one.

