



## ROPE ACCESS USA Presents: 10 Resume secrets that WILL make you stand out!

**SELL SELL SELL** – Every single sentence has to sell your skills to the employer. Now is not the time for modesty.

**BEWARE SPELLCHECK**– Hit F7 in Microsoft Word and it will find all your spelling mistakes, hell even Gmail will underline your errors. But neither can tell you when you've used the wrong form of 'Their/there/they're', or mistyped one word for another perfectly spelled word (I *always* do this). You better make damn sure there are no mistakes, which brings us to...

**PROOFREADING** – When you create your CV, and every time you change it, proofread it. Then proofread it again. Then go away for a while and do it again. Then get someone else to do it (our brains will skip over words when it *thinks* it knows what it is). I've seen countless spelling mistakes in books, so if they can slip through an entire series of authors, editors and publishers then they can slip in to your CV. Proofread.

**THE RIGHT ORDER** – Simply put the important stuff first. There's a reason your interests tend to go at the end of a CV – nobody cares. If a potential employer has read that far then you're going to be hired unless you list 'Killing Hookers' amongst your pastimes. The correct order;

1. Name and contact details
2. CERTIFICATES
3. PERMITS
4. EXPERIENCE
5. EDUCATION

**TMI** – It's great that you had a summer job washing cars in 1996 but it's time to let it go. Don't fall into the trap of too much info. Emphasize your recent and most relevant experience and use a brief summary or one line for stuff outside the industry. Ditch anything that isn't related to the job you're going for or isn't useful background info.

**DISCRETION** – never mention anything about redundancy, being fired or jail time.

**CUSTOMIZE** – think about the position you're applying to and make your resume fit the job description as close as possible. The guys getting hired have different versions of their resumes that hype up the aspects of their training to catch the eye of the recruiter. Research the company and tailor your resume to fit.

**SHORT AND SWEET** – Two pages max, aint nobody got time to read more than that. If your resume is longer than two pages you've got TMI. Try deleting the bit about washing cars.

**COVER LETTER**- Always do a cover letter or email as it's another great way to sell yourself and thrown in some bullet points about why you're the best damn rope tech in the land.

**ACHIEVEMENTS** – List specific occasions where you used your skills to solve a problem or achieve the desired outcome. Concentrate on safety or saving time and/or money.