

# Writing a resume to impress the Government sector

As in all cases, your resumé is your calling card. It needs to portray the right message in a concise; professional way so there is no doubt the reader will call you to find out more about you and your abilities.

It will come down to what you say and how you say it.

In regards to what you say, and whilst this sounds obvious, it's a common mistake, make sure you proof read your resumé with an employer's hat on. In other words, if the job description and your research of the role have identified that the employer is looking for particular key competencies, make sure you highlight your matching experience and achievements and not waffle on in detail about irrelevant projects or experience.

No doubt you will have a lot of information to share via your resumé, so keep in mind yours is likely to be one of many resumés the reader has to look through to create the initial shortlist, so our point of being concise is important. Dot points highlighting responsibilities and achievements tell the reader quickly that you are a match and should be written in a way that provides a snapshot; whilst also inviting them to find out what other value you will bring to their organisation.

When thinking about how you say it, make sure you read the advertisement thoroughly. Some areas of the Public Sector are leading the trend to move away from the traditional need to address the essential criteria as well as your well-written resumé and cover letter. With employers in both the Public and Private Sectors competing for the same candidates you will see a move by Government recruiters to mirror the private sector in both presentation and timelines. This is where the quality of your cover letter and resumé is paramount.

Your application not only demonstrates your abilities and achievements but also your communication skills so if they ask you to address the selection criteria and you chose not to, they may well assume you either cannot read or cannot follow direction -no matter how innovative your resumé looks.

Whilst for the foreseeable future we will continue to see both a public and a private sector, the lines from there have started to grey over. Our Governments are looking to merge private sector expertise with public sector strategy by importing the knowledge, skills and people and this is seen as crucial in achieving the State's Strategic Plan.

As we all know change is not something we have to instigate; it will happen anyway. We can, however, influence change; and your ability to not only cope with, embrace and demonstrate this skill through your application will go a long way in assuring your future Government employer that you are a must-to-have on the team.