

RESUME WRITING GUIDE

Recruiters spend just six to 30 seconds scanning resumes before deciding if an applicant is a good fit for a role. That's hardly enough time to capture all your skills and potential. This is why writing a resume that highlights your strengths quickly and effectively is essential.

Our guide is designed to provide you with a clear, step-by-step framework for creating a standout job application. From structuring your experience to tailoring your skills for specific roles, it ensures you cover all of your bases.

Whether you're applying for your first job or aiming for a leadership position, use this to showcase your true value and land those interviews.

Formatting

Professional Layout

Use a clean, uncluttered design with clear sections and headings.



Font Choice

Choose easy-to-read, timeless fonts. Sans serif fonts like Arial, Calibri, Helvetica or Georgia are great options.



Consistent Styling

Use bold or italics sparingly for emphasis and maintain consistent formatting throughout your resume.



File Format

Save your resume as a PDF and include your name and job title of the role you're applying for. Example: Sarah-Tan-Senior-Support-Analyst.pdf



Length

Keep your resume concise. Two pages is the recommended length and for senior professionals, focus on the past 10 to 15 years.



Contact Information

Placement

Make it easy to find by placing your contact information in the header of your resume.



Include Essentials Only

Provide your first and last name, contact number and email address.



Location

This is optional but you can include your city/state for local job relevance



LinkedIn Profile

Include a link to your LinkedIn profile or website if it's relevant to the role you're applying for.



Professional Summary

Keep it Short & Focused

Write two to three sentences highlighting your technical expertise, experience and value. See our tips [here](#).

Technical Skills Section

Group Skills by Category

For example, programming languages, tools and software, databases, frameworks and certifications.

Use Relevant Keywords

Include keywords and phrases that match the job description and are ATS friendly.

Use Bullet Points

A bulleted list concisely highlights skills, making it easy for hiring managers to spot relevant qualifications.

Prioritise Information

List only skills directly relevant to the job to align with hiring managers' priorities.

Professional Experience

Prioritise Recent & Relevant Roles

List jobs in reverse chronological order with the most recent coming first. For long careers, summarise or omit roles older than 15 years unless directly relevant.

Quantify Results

Focus on quantifiable outcomes and timelines. Example: "Increased system performance by 20% in three months".

Tailor Content for the ATS

Avoid graphics, tables or formatting that can confuse these systems. Keep things simple.

Grounds for Termination

Ensure clarity on causes and due process. Example: Gross misconduct defined as theft, fraud.

Achievements & Awards

Highlight any professional recognitions in a separate "Career Highlights" section that comes after the "Professional Experience" section.

Technical / Personal Projects

Highlight Projects

Include two to three projects that are relevant to the role if any. Include a brief description, tool/technologies used and key outcomes.

Education

List Highest Levels of Education First

Include your degree name, field of study, education institution and graduation date (month and year).

Highlight Academic Achievements

Include honours, awards or notable achievements.

Add Relevant Certifications

If you've completed any courses or have certifications relevant to the role, list them here or in a separate "Certifications" section.

**Omit High School Education**

Share this only if it's your highest level of education or relevant to the job.



General Tips

Tailor Your Resume

Adjust your resume to each role by aligning it with the job description.

**Skip the Career Objectives Section**

Instead use your professional summary to highlight your experiences and showcase your value to the company you're applying for.

**Avoid Passive Verbs**

Words like "assisted" or "supported" don't clearly describe your role in a project. Focus on specific tasks you performed instead.

**Omit Unnecessary Skills**

Generic skill lists or charts don't tell employers how you can perform in a role. Focus on your core competencies with relevant hard skills instead.

**Leave Out Your Photo and Age**

This minimises potential hiring bias and allows hiring managers to focus on your qualifications.



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Nuclear



Technology



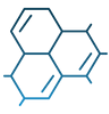
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