



NOTES TO ACCOMPANY "ONE PAGE RESUME"

The One Page Resume is suggested for use by some as the ONLY resume you should use. We at Impact Executive Solutions Pty Ltd are not quite at ease with this approach, but we are very much aware that it is a powerful "marketing document" for you when you are seeking a new position. It is easy to read and more likely to be read than a longer resume as it is only one page. It can be used as a useful introductory and summary first page of your main resume. Just remove the last line.

Career Objective

This is optional. If using, you must ensure that it is specific, brief and relates to any position you are applying for.

Qualifications

Only include qualifications of relevance. You can add notes to accompany the list of qualifications if you need to. These notes may refer to the specific nature of your studies of relevant to the company/position you are approaching.

Career Summary

Commence with your current/most recent position. Note how the different positions with ABC Ltd are listed under the dates for the overall period of employment.

Achievements

These need to be quantified wherever possible. Achievements can be quantified in monetary, percentage, time related or volume terms without breaching any confidences of previous employers.

A full resume and references are available on request.

This closing line merely points out that you are willing and able to provide a more detailed resume and referees if asked to do so.