



**FREE E-BOOK**

**A collection of 20 Job Ready Tips  
to help you improve your job  
application documents and  
personal brand!!**

# **ARE YOU JOB READY?**

**20 Job Ready Tips**

**KATIE ROBERTSON-KELK**



## 20 Job Ready Tips

Tip 1: Your resume  
should be only 2-3  
pages in length!



## 20 Job Ready Tips

Tip 2: Only go back 10  
years with your  
employment history.



## 20 Job Ready Tips

Tip 3: Your resume is written in 3rd person.



## 20 Job Ready Tips

Tip 4: Your resume is tailored for each job application.



## 20 Job Ready Tips

Tip 5: Remember to use  
LinkedIn as an online  
networking tool.



## 20 Job Ready Tips

Tip 6: LinkedIn is a  
great tool for job  
searching.



## 20 Job Ready Tips

Tip 7: Job application documents need to be keyword rich.





## 20 Job Ready Tips

Tip 8: Recruiters  
perform Google  
searches as part of the  
shortlisting process.



## 20 Job Ready Tips

Tip 9: Your achievements will make you stand out from the other job applicants.



## 20 Job Ready Tips

Tip 10: When applying for jobs – research your target company.



## 20 Job Ready Tips

Tip II: Your resume is  
your advertisement  
targeted for your future  
boss!



## 20 Job Ready Tips

Tip 12: Average time a recruiter looks at your resume is 6 seconds.



## 20 Job Ready Tips

Tip 13: Your summary is  
the most important  
section in your resume.



## 20 Job Ready Tips

Tip 14: Include your  
LinkedIn URL in your  
resume.





## 20 Job Ready Tips

Tip 15: Do not use borders in your resume – software will distort the formatting.





## 20 Job Ready Tips

Tip 16: Tailor your personal skills and strengths to match the job requirements.



## 20 Job Ready Tips

Tip 17: Include 2-3  
Referees on your  
resume, who will add  
value!!



## 20 Job Ready Tips

Tip 18: Demonstrate  
your skills, don't just list  
them!!



## 20 Job Ready Tips

Tip 19: Personal  
Branding is your unique  
set of skills, qualifications  
& results that you can  
offer your target  
employers.



## 20 Job Ready Tips

Tip 20: Complement  
your resume with your  
LinkedIn Profile.





**KATIE  
ROBERTSON-KELK**

**CAREER CONSULTANT**

## ABOUT ME

*Since 2003 I have been professionally developing job application documents for clients across all occupations and levels, both in the public and private sectors.*

*As one of Toowoomba's leading Career Consultants, I have assisted clients across the Toowoomba region, nationally and overseas. I am a Career Development and Personal Branding specialist with the expertise you need to help you forge ahead with confidence to your next career position or promotion.*

### ACHIEVEMENTS:

- *Ranked in the Top 8 Resume Writers in the Toowoomba & Darling Downs Region*
- *Professional & Business Category Winner - 2009 Business Excellence Awards.*

**ECM Consulting** was established in July 2018, as I identified a gap and a need to increase client's awareness of their personal brand and enable them to enhance their skills and abilities in today's dynamic and evolving job market.

### Services offered:

- **Job Application Documents**
- **LinkedIn Profiles**
- **Personal Branding Workshops & Coaching Programs (for both job seekers and start-up small business owners).**

## CONTACT

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