

RESUME

WRITING TIPS

For Supply Chain and Procurement Professionals

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ABOUT THIS GUIDE

This guide has been fully updated for 2026, incorporating the realities of ATS-first hiring, AI-assisted screening, and the competitive supply chain job market across ANZ. Whether you're a demand planner, procurement manager or supply chain director, these principles will help you build a resume that opens doors.

7 sec	75%	4 pages	3x
Average initial resume review time	Employers now using ATS screening	Recommended maximum length	More interviews with a tailored resume

SECTION 01 — STRUCTURE & PRESENTATION

01 Layout — Make an Instant Impact

Layout is your number one priority. A hiring manager forms an impression within seconds — your document must communicate your level instantly through clean structure, hierarchy and white space. Use Canva or a clean Word template, but avoid heavy graphics, multi-column layouts or text boxes if applying through ATS portals — these cause parsing errors that corrupt your application before any human reads it.

ATS WARNING

Workday, SuccessFactors, Lever and Greenhouse are now standard at most mid-to-large Australian employers. Submit .docx for online portals. Save the designed PDF version for email and direct networking. Complex layouts become garbled in ATS parsers.

02 Executive Summary — Your 7-Second Window

Two to three punchy sentences covering qualification level, years of experience, sector, team size and budget responsibility. The reader should know your level before finishing the opening paragraph. In 2026, also signal digital literacy — ERP implementation experience, AI-driven forecasting tools, or supply chain digitalisation credentials are increasingly expected at manager level and above.

STRONG EXAMPLE

Supply chain leader with 15 years across FMCG and Retail, directing end-to-end ANZ operations with direct teams of 40 and indirect accountability for 200+ 3PL staff, managing a combined logistics spend of \$80M annually across SAP IBP and Kinaxis.

03 Play to Your Strengths

Lead with what makes you most competitive for the roles you want. MBA or Masters? Place education directly after your summary. Hands-on leadership is your edge? Lead with experience. For supply chain professionals, a brief 'Core Competencies' section early in the document — listing SAP, Oracle, JDA/Blue Yonder, Kinaxis, Power BI — is highly searchable and signals depth to both ATS systems and hiring managers.

SECTION 02 — CONTENT & QUANTIFICATION

04 Career Summary & Chronology

A career timeline on your front page — employers, titles, dates — gives immediate context of trajectory. Show upward progression: planner to manager to director. Always write in reverse chronological order. Interim specialists should group by project type rather than listing every short engagement — 'Supply Chain Transformation' or 'ERP Implementation' reads far better than a list of 15 short contracts.

05 Quantify Every Achievement

This is the single highest-impact change most supply chain professionals can make. Generic statements are invisible to both ATS and hiring managers. Numbers make achievements concrete, credible and memorable. Every bullet point should answer: how many, how much, what percentage, over what timeframe?

BEFORE ✗	AFTER ✓
Managed supplier relationships	Managed 45 tier-1 suppliers across 8 categories, delivering \$2.3M in savings over 18 months
Led the planning team	Led 6-person S&OP; team improving forecast accuracy from 72% to 89% in 12 months
Reduced inventory	Reduced finished goods inventory \$4.1M (28%) while maintaining 99.2% service level

06 Resume Length — Quality Over Quantity

Maximum four pages (Career Development Association of Australia). Focus detailed content on the last 5-7 years. Earlier roles: company, title and dates only — unless an earlier role is directly relevant by seniority or sector. If your resume hasn't been updated in 6+ years, don't add to it — rebuild it from scratch with a focus on recency and relevance.

SECTION 03 — ATS, TAILORING & DIGITAL PRESENCE

07 ATS Optimisation — The New Essential

Before your resume reaches a human it is parsed, scored and ranked by software. Understanding how ATS works is now as important as the content itself. The five rules below make the biggest difference to your ATS score:

Use standard headings	ATS systems look for 'Work Experience', 'Education', 'Skills'. Creative headings confuse parsing.
Mirror JD language exactly	If the JD says 'demand planning' use those exact words — not 'forecasting'. ATS matches literally.
Avoid tables and text boxes	Content inside tables and text boxes is often invisible to ATS parsers. Use plain text.
Spell out abbreviations	Write 'Sales and Operations Planning (S&OP;)' at least once before using the abbreviation alone.
Submit .docx for portals	PDF is fine for email. For online application portals, .docx parses more reliably than PDF.

08 Tailor for Every Application

Spend 15 minutes aligning language to each JD — this dramatically improves ATS scoring and first-impression relevance. AI tools like ChatGPT can compare your resume to a JD and identify gaps in coverage or terminology. This isn't fabrication — it's ensuring genuine experience is described in the terms the employer uses.

REMEMBER Never duplicate your job description verbatim — experienced recruiters spot this immediately. Use the JD as a reference to frame your achievements against the priorities that matter to this specific employer. Every application deserves tailoring.

09 Writing Style — Active and Concise

Use strong action verbs: Led, Delivered, Reduced, Implemented, Negotiated. No 'I' and no third person. Never take sole credit for team achievements — frame your contribution clearly: 'Led cross-functional team of 12 to deliver network redesign, achieving \$3.2M in annualised freight savings.'

10 Digital Presence & LinkedIn URL

Include a clean custom LinkedIn URL (linkedin.com/in/yourname) in your contact details. Hiring managers and headhunters will visit your profile immediately — it must be consistent with your resume and equally well optimised. See the companion LinkedIn Optimisation Guide for a full profile checklist.

KEY TAKEAWAYS

- 01 First page impact — layout, summary and career snapshot must land within 7 seconds
- 02 Quantify every achievement — numbers, percentages and dollar values build credibility
- 03 ATS-optimize — plain format, mirrored JD language, standard headings only
- 04 Tailor every application — 15 minutes of alignment significantly improves results
- 05 4 pages maximum — relevance over length, focus on the last 5-7 years
- 06 LinkedIn URL on resume — ensure profile consistency and keyword alignment