

The Employer's Bottom Line about Resumes

How to Make a Great First Impression

Your resume has to sell the reader in the top half.

- ◆ If there is an objective, it should be simply stated particular employment opportunity in mind.
- ◆ Your strongest skills and qualifications should be at the top of the resume in a skills summary or in the description.
- ◆ position titles and companies should be easy to p

The resume should be written with the employer in mind.

- ◆ Tailor your resume to the kind of job(s) you are looking for. If the jobs are different, your resume should be adapted to the differences between employers and what they are looking for.
- ◆ The qualifications listed in your resume should match those listed in the job description for which you are applying.

Your accomplishments should stand out.

- ◆ The employer should easily be able to determine your accomplishments when reading your work history. Do not bury the reader down with less important points.
- ◆ Your qualifications should not be buried in long paragraphs.

Your resume should have eye appeal.

- ◆ It should look clean and professional.
- ◆ It should have plenty of white space (between paragraphs and lines). Do not cram too much information onto one page.

What employers look for when reading a resume:

- ◆ Are there sufficient years and the appropriate level of experience?
- ◆ Is the work experience in the appropriate areas?
- ◆ Is the candidate missing any critical experience?
- ◆ Does the candidate have sufficient breadth and depth of technical knowledge?
- ◆ Does the applicant have sufficient supervisory, managerial, or leadership skills?
- ◆ Is there a solid record of accomplishment?
- ◆ How does this candidate compare with others currently under consideration?