# THE EMPLOYER'S BOTTOM LINE ABOUT RESUMES

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| The resume has to sell the reader in the top half of the document | • If there is an objective, it should be simply stated specifically for that particular employment opportunity in mind<br>• Your most impressive and relevant accomplishments should be located in the top of the document |
| The resume should be written with the employer in mind | • Tailor your resume to the kind of job(s) you are seeking<br>• The qualifications listed in your resume should mirror those listed in the job description in the job posting |
| Your accomplishments should stand out | • The employer should be able to easily determine what accomplishments (your "added value") when reading through your work history. Do not use up valuable space with minor and less important details<br>• Your qualifications should not be buried in long paragraphs. Be brief and concise with your verbiage<br>• List accomplishments instead of duties and responsibilities. Presumably, all candidates in contention will have had similar duties and responsibilities |
| Your resume should have eye appeal | • It should look clean and professional<br>• It should have sufficient open space between paragraphs |
| What employers look for when reading a resume: | • Is the work experience relevant?<br>• Is the candidate missing critical experience?<br>• Does the candidate have sufficient breadth and depth of technical knowledge?<br>• Is there a solid record of achievement?<br>• How does this candidate compare with others currently under consideration? |