TIPS FOR WRITING A GOOD RESUME

Tips for writing a good resume As executive recruiters we see thousands of resumes, some generic and some for specific searches that we are working on. However, only once in a while do we come across a resume that has all the desired information. Consequently, with the competition heating up for jobs [lots of applicants; few openings], it is even more important to make sure that your resume has all the pertinent information that a potential employer or a recruiter would need. Below are some suggestions that we feel are the essentials of a good resume. According to statistics, the average resume gets approximately 30 seconds of read time, so your goal should be to make the most of the few seconds that your resume is being reviewed.

Complete Contact Information We consistently receive resumes that do not have complete contact information. If you are looking for a new position, whether it is at an executive, middle management, or entry level, it would be smart to make it as easy as possible for a potential employer to contact you. Include the best email address and phone number to reach you. Ask for discretion when leaving a message if the best way to reach you is via a work email or phone number.

Work History In Reverse Chronological Order (Dates MM/YY Preferred) Some resumes are laid out by subject matter expertise (financial skills, communications, strategic, management, etc.). This might be helpful in some instances, but the people reviewing your resume want to clearly see your job history and career progression and what you did in each position. Present your detailed experience in reverse chronological order dating back at least 10 years or as far as the "years of experience required" calls for in the job description.

Education/Credentials Include the name of the school, city and state and the degree (years optional). Include any other pertinent information such as subject matter or major accomplishments (i.e. Deans List, sports, student government, etc.) if you feel it relevant to the position you are seeking.

Length and Style Limit your initial resume to 2 pages. It is always a good idea to have a more detailed, multi page document ready should a recruiter or potential employer ask for it. We have found that the ideal resume is in a bullet format which is the easiest to read. Remember, the longer it takes to read and decipher the less of a chance that it will get picked up again after the initial review.

Content Focus on your achievements and strengths versus the day-to-day tasks you were required to perform in the job. Think of the things you have done that you are most proud of. Try to include a few bullet points that highlight those achievements/strengths under each job title. Use "action" verbs such as: improved, created, launched, increased, etc. If you have managed budgets or staff, make sure you include that too.

Pay Attention To Directions Carefully read the job description or advertisement. If you are applying for a specific job, please pay close attention to the experience-required portion of the job listing. Add anything to your resume that you've done that relates to the job description. Remember, you have to get the attention of the person initially reviewing your resume. On the other hand, if a job requires "certain" industry experience and you don't have it, please don't apply for that job unless everything else you have done throughout your career is completely relevant to what the company is looking for. Receiving a resume that is not relevant shows that you did not pay attention to the directions.

Spelling and Grammar Make sure that the document you submit is free of typos. You do not want to give the wrong first impression.