

REYNOLDS RECRUITERS

SIGNALING THE POWER OF CHOICE IN RF & MW RECRUITMENT

TOP 10 RESUME MISTAKES !!

1. Too Focused on Job Duties

Your resume should not be a list of job duties and responsibilities. State how you made a difference at each company, providing specific examples.

2. Objective Statement

Lose the Objective – Here is your objective – A NEW JOB ! That is the purpose of a resume !

3. Too Short or Too Long

Many people try to squeeze their experiences onto one page, because they've heard resumes shouldn't be longer. By doing this, job seekers may delete impressive achievements. Other candidates ramble on about irrelevant or redundant experiences. There is no rule about resume length.

4. Using Personal Pronouns and Articles

There should be no mentions of "I" or "me," and only minimal use of articles.

5. Listing Irrelevant Information

3 Points

- Don't give a commercial for the Company. Mention what they do in the context of your job.
- Many people include their interests, but they should include only those relating to the job. For example, if a candidate is applying for a position as a ski instructor, he should list cross-country skiing as a hobby.
- Personal information, such as date of birth, marital status, height and weight, normally should not be on the resume.

6. Using a Functional Resume When You Have a Good Career History

It irks hiring managers not to see the career progression and impact you made at each position. Unless you have an emergency situation, such as virtually no work history or excessive job-hopping, avoid the functional format.

7. Not Including a Summary Section That Makes an Initial Hard Sell

This is one of the job seeker's greatest tools. Candidates who have done their homework will know the skills and competencies important to the position. The summary should demonstrate the skill level and experiences directly related to the position being sought.

Create a high-impact summary statement which captures the attention of the manager, highlighting achievements and skills along with education if advanced, and clearance if you have or have had one.

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Soft skills need to be emphasized - interpersonal communications, ability to work collaboratively and commitment to achieving corporate goals. Make sure your personality shines through. The employer should find you to be likeable and well suited for the team.

8. Not Including Keywords

With so many companies using technology to store resumes, it's important to use relevant keywords throughout the resume. Determine keywords by reading job descriptions that interest you, and include the words you see repeatedly in your resume.

9. Referring to Your References

Employers know you have professional references. You don't need to state the obvious

10. Typos

Proofread and show your resume to several friends to have them proofread it as well. This document is a reflection of you and should be perfect.

Focus on Technological Results

Technical candidates usually make one of two critical errors on their resumes -- either the document is excessively long with excruciating detail on every assignment ever completed, or too short with hardly any descriptions at all. NO ACRONYMS Spell it out if it's important -- if not, omit it! Do not put BOTH the acronym and the entire phrase. Look for a balance in showcasing your achievements.

What to Include

For each position held, give a brief synopsis of the scope of your responsibility. Then show how your performance benefited the company. Give examples of how past initiatives led to positive outcomes such as enhanced efficiency, faster time-to-market, monetary savings. Measureable Accomplishments are powerful - include actual performance figures. Focus on your most impressive technical projects/accomplishments. What types of challenges did you face? What did you do to overcome the challenges? How did your performance improve the organization's bottom line?

For contract work, provide a bulleted list of your top projects, reason for hiring you, scope of the project, your approach to the project, work performed, and results.

Know Your Buyer - Who You are Selling To:

to Whom the Position Reports -- That is what your focus should be:

Upper Management sets strategic direction and how best to utilize funding, new product decisions, and watching and responding to trends in the marketplace. Profitability is the bottom line -- The Why?

Middle Management is responsible for getting it done ! When What and Where?