

RESUME TIPS

Here are some recommendations on how to get better results.

We suggest you add a section to your resume entitled **Summary of Qualifications**. This section can have sub-sections, such as **Technical Expertise**, **Management Expertise** and **Achievements**. This information really helps to get the hiring manager's attention. Otherwise they need to read the entire resume (which they may not do) and guess at what your skills are.

Remember, a resume is just **like an ad** in the newspaper. You have about 20–30 seconds to get your idea across. In this case, you must convince the hiring manager it is worth his/her time to continue reading your resume, or call you to get more information. Therefore, it is very important to put your relevant career information in an easy to assimilate format right up front.

A rule of thumb is **Never Make Them Guess**. If the hiring manager has to make an effort to read your resume, then make a determination about your skills and experience, you are dead! At best, they will draw the wrong conclusion; at worst the resume is tossed.

Here is what we suggest:

- 1. Objective:** State the type of job you want in ONE sentence. Don't add a bunch of flowery text.
- 2. Summary of Qualifications:** This section can be broken down into areas such as Technical Expertise, Management, and Achievements. It is a synopsis of your background. Really put some thought into this section. Put yourself in the hiring manager's position and think about what you would want to read here. Create your draft, then put it aside for a day or two. Then, review it again. Does this section really give a clear picture of your expertise? If you are after a management position, have you provided enough relevant information to demonstrate your management skills? The same applies to technical expertise. Would you hire yourself for this position, given only the information on the resume?
- 3. Education:** Make it quick to spot: MBA, BSME, MSEE, BSBA, etc. Put it at the top of the resume before your work history.
- 4. Professional Summary and some examples:**
 - **Quick Starter:** Presented plan to board which completely reorganized company in 45 days.
 - **Strategic Thinker:** Developed first operational OEM strategy that has become and still is model for software industry.
 - **Proven Motivator:** Took disorganized, unfocused international operation with extremely low morale and made the group a showpiece for the company in two years.
 - **Multifaceted Leader:** Put together strategy that accounted for increased revenue by 211% while at same time reduced the company tax rate by 40%.
- 5. Professional Experience:** This section should support your summary of qualifications and can be reduced to a single paragraph per position held.

We would be happy to review your draft resume.

