



## Resume Advice

That new career, new job, new salary or shorter commute that you really want can happen for you, but not because you have a great resume. A resume has one purpose: to gain interviews for you. It is how you perform in the interview that will determine whether or not you receive an offer.

First impressions are hard to break. A resume is often the first thing a potential employer sees, and it will be a huge part of the impression they form about you. Fair or not, it can determine whether or not an employer wants to call you for an interview. It is our experience that the person screening resumes for the hiring company will have hundreds of resumes to review for a single position. Human nature and time constraints prevent them from being able to read every resume in detail. You have seconds to grasp the reader's attention enough to finish your resume and consider you for an interview.

Since your performance in the interview will ultimately decide if you receive an offer and since a resume is the tool most companies use in deciding who they will interview, a lot of thought and care must go into the creation of your resume. As is the case with most things in life, there are many different ways to go about writing a resume. Through our thirty-plus years of staffing industry experience, we feel we have some pretty solid tips for writing a resume. These tips have come from our experience with the thousands of interviews we have scheduled for our candidates. There are individual choices involved in something like writing a resume, so use all or a few of these tips and you should be well on your way to an interview.

## Appearances Do Count

Just as you will most likely wear your best business suit to an interview in order to make the best impression, you will want to make sure your resume makes the best possible first impression.

It needs to be as pleasingly aesthetic as you can make it and **IT MUST CONTAIN NO GRAMMATICAL OR SPELLING ERRORS.** We have seen many candidates with impressive backgrounds not take the time to make sure their resume is without flaw. If you have taken the time to build up a good job history, don't throw it away by having a resume that gets you removed from the interview process before it even starts.

Take the time to read and re-read your resume. Take the time to have a friend, family member, or trusted business contact proofread your resume. Be sure to ask your proofreader to be as critical as they can.

# Preferred Resume Style

There are different styles of a resume to choose from, but we feel strongly that our clients have responded most positively to a chronological resume. A hiring company is going to be most interested in your experience and accomplishments over the most recent years. This recent experience is what they will be specifically looking for to decide if it fits with the current opening.

You want to start with your most recent position and go backwards. With each company, you should list the name of the company, title held, and dates of employment.

If you held multiple positions at one time, you want to make sure to include a single set of dates that encompass your entire time with the company. Remembering that the person reading the resume will be skimming quickly, you don't want to give them a chance to judge you as a job-hopper when actually you were being promoted every nine to twelve months! By putting a date for the entire employment next to the company name they will notice the stability. You can then put dates next to each job title and description to show the promotions or advancements you earned.

The best way to be able to show duties/skills and accomplishments is a bullet format. If everything is listed in a large paragraph the person reading may not focus long enough to dig for the keywords or ability they are after. If items are displayed in a bullet format, then it is physically easier for the person to read quickly and spot the keywords they are seeking.

Make sure each bullet completely describes what you want to convey. Don't be so brief the person reading the resume doesn't grasp the importance of your duties.

## Points To Make

Hiring companies obviously want to see what past duties you have performed and what job skills you have accumulated. **What they really are looking for along with that information is what sets you apart from the rest of the pack.**

Make sure to include things and processes you improved and job-related accomplishments.

Certainly you never want to be dishonest on a resume--trust us it will catch up to you. However, now is not the time to be bashful about stating things you have done to help your employers. Think of things for which you are most proud or were complemented or rewarded for while you were in each position. Those same things are most likely what a new prospective employer would want out of their next hire. If you have verifiable percentages of improved productivity or dollar amounts that you saved the company, that gives your resume extra attraction.

Do some research and find out what key skills and duties companies are looking for in their job descriptions. Never lie about having those skills, but make sure that you highlight the ones you do have by using the same terms.

When stating your software skills, be sure to include any software you have had experience with no matter how industry specific it may be. Many times we have seen a candidate win or lose a job offer based on their previous knowledge of a company's software or IT system.

Industry knowledge is another area that companies love to search for since it will make for a much shorter learning curve when a new hire starts. Make sure that for each company you have listed on your resume, you give a short description of their industry and services provided. Don't assume that the person reading the resume will recognize company names and know which industry they are affiliated with.

## Points Not To Make

Don't put personal information such as hobbies, family size, or the fact you are a Braves season ticket holder.

Now is the time to create an email address that isn't funny, cute, or R-rated. It may have been funny at the time, but believe us, a potential hiring company doesn't want to email directions and an application to **bigmanoncampus@yahoo.com** or **southernbelle@gmail.com** !

→ Jibe™ Staffing  
115 Perimeter Center Place  
Suite 430  
Atlanta, GA 30346

**404-688-0609**

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→ Candidates:

Submit resumes to [jobs@jibeforce.com](mailto:jobs@jibeforce.com)

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