



Be a Stand-Out on Your Next Interview – Part 2

By Pat Hall-Jaynes
President, THE HR SOURCE

The Perfect Resume

Resumes are very important to the job search, and there are two facts that you must know about them. First, you are going to need one and second, recruiters have no great love for reading them. In most cases, recruiters are reading hundreds and hundreds of resumes, and they all start to look the same after a while. More often than not, resumes are used to screen people out rather than screen them in; therefore, your resume must be all things to all people. You need to create a broad, powerful resume that will catch the eye of any recruiter.

The goal of a resume is to show your achievements and to show that you are a problem solver. The resume must be short and easy to read and understand; it should use words that have universal appeal and that are familiar to the reader.

There are two standard types of resumes:

Chronological: The most frequently used format. Use this

format when your work history is stable and your professional growth is consistent. The chronological resume follows your work history backward from the current or last job, listing companies, dates of employment and responsibilities.

Functional: Use this type if you have been unemployed for long periods of time or have jumped jobs too frequently, or if your career has been stagnant. A functional resume

focuses on skills and responsibilities and is written with the most relevant experience to the job you are seeking placed first. It de-emphasizes jobs, employment dates and job titles by placing them inconspicuously at the end.

Before sending your resume out, be sure to follow these basic rules of resume writing:

Rule One: Use the most general of job titles. Use a title that is specific enough to get you in the field but vague enough to elicit further questions. One way to make a job title specifically vague is the add the term specialist (i.e., Computer Specialist, Administrative Specialist, etc.)

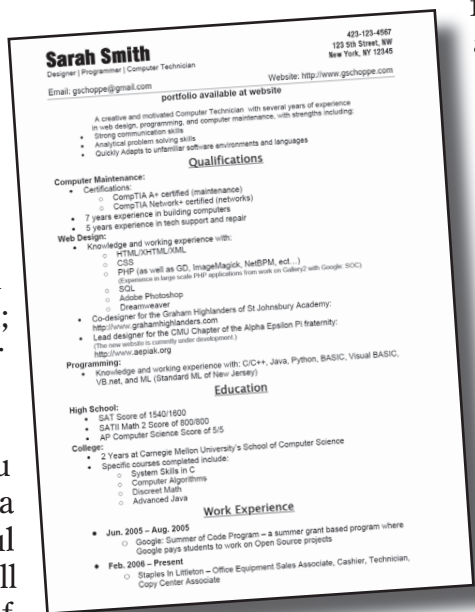
Rule Two: Do not state your current salary. If you are earning too little or too much, you could rule yourself out before getting your foot in the door.

Rule Three: Try to keep your resume to one page: take whatever steps necessary to keep the resume no more than two pages long. No one reads long resumes – they are quite

boring.

Rule Four: Emphasize your achievements and problem-solving skills. (Please refer to the last issue of the Women's Journal for details about how to emphasize your achievements.)

In the next issue we will talk about electronic resume tracking and the best way to get "hits" on your resume.



For all opportunities please send your resume to
resume@thehrsource.com

Available Job Opportunities

Administrative Assistant. Responsibilities will include answering telephone, file maintenance, data entry, scheduling appointments and maintaining calendar. Must have excellent customer service skills and must be able to work independently. Experience with Microsoft Office and Quickbooks is a plus.

Account Manager. Successful candidate will sell space and manage existing accounts for print media firm. Base salary plus commission and mileage reimbursement. Must have own transportation.

Human Resource Generalist. Responsible for providing HR support to internal clients with primary focus being training, orientation, workforce planning, time and attendance administration, employee and labor relations. Must have 2-5 years experience in human resources, preferably in a manufacturing environment.

Human Resources Specialist. Responsible for providing support to the VP of Human Resources and Training and Performance to include drafting correspondence, issuing and tracking performance appraisals, scheduling and preparing minutes of HR meetings, development and tracking of HR departmental goals. Will conduct basic training courses such as New Hire Orientation, Customer Service, Work Place Safety, HIPPA and Sexual Harassment. Will also be responsible for selecting or developing teaching aids such as training handbooks, demonstration models, and multimedia visual aids.

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