

Resume Tips

Let me start with giving you two different profiles of recruiters. First, you have the Agency recruiter or “Headhunter”. These recruiters are paid a fee by the employer for finding you. They typically don’t really care if you have mistakes on your resume because they really just scan your resume for the hot buttons the employer is looking for. If an agency recruiter points something out to you about your resume that needs to be changed, do it! Agency recruiters generally interview you to qualify you.

The second type of recruiter is a Corporate recruiter. They work at *and or for* the employer. In my case, I am a contract recruiter working at Microsoft. I am not a Microsoft employee however I report to a Microsoft Staffing Manager and work under his direction. I am still a Corporate recruiter because I only recruit for Microsoft. Corporate recruiters review your resume and interview you to qualify you AND disqualify you.

Recruiters see so many resumes a day it is hard to stand out, and when you do, it’s generally not good. Let me explain. There are two ways to catch the eye of a recruiter, skills, mistakes, and resume format. There are different resume formats. Chronological, skills based and achievement based. Unless you have been an executive for 30 years use a chronological resume. Why? Because skill and achievement resumes are used by people that are trying to hide something. The resumes are not straight forward and they are difficult to follow. We recruiters know this! Additionally, if it does not flow well you will lose me, quick. Recruiters open your resume and quickly scan it. I spend 20 seconds maximum looking at your resume during the initial run through. If I don’t see what I am looking for, I’m done, and so are you!

So here are some points to remember:

- **Use a chronological resume**

If you have gaps in your employment, show them and be prepared to explain it.

- **Use an easy to read font**

If I open a resume and it is written in *Lucida*, unless I am really in a tight spot for candidates, I don’t even bother reading it. Arial or Times Roman works best.

- **Avoid goofy email addresses**

Get something related to your name – AlcoholicInTraining@msn.com does not look good.

- **Always name your resume file with your name**

BobSmith 5-2006 Not Bsmith not SmithB simply BobSmith or Bob Smith. Recruiters save resumes in different locations perhaps I see your resume today but didn’t have a position open. Let’s say your name is Scott Pederson (a real candidate of mine) his name stuck in my head (I wonder why) and 2 months after receiving his resume I had a position open the he fit. I misfiled his resume and found it by running a search for his name. If his resume was named SP31005 I would not have found it.

- **Have all of your contact information on your resume**

If a recruiter has a position open up, they want candidates right away. If they contact you today, they want to talk to you today. Don't make them wait.

- **If you are a minority show it on your resume**

I have worked for companies that, due to their diversity numbers being out of wack, can not or will not hire white males. This is illegal but they do it. Now the way to show this is to join a group that represents you i.e. National Black MBA Association. Etc.

- **Use the same font through out your resume**

Remember, simple is best. It's ok to use a different font for your name but otherwise keep it the same. Sometimes when you edit your resume you end up with two slightly different fonts. Make sure they are the same.

- **Use proper grammar and watch for spelling and punctuation mistakes**

Good spelling is not a gift I possess. But with the help of spell check, most people would not know it. I have made 7 spelling errors in this document alone! Oops, make that 8. :) I know recruiters who will not interview you if they see one little mistake. I have seen more writing errors than I can count. I use to keep a file of stupid stuff I saw on resumes. This is from a recruiters resume that I saw.

Senior recruiter with increasing responsibilities in supply chain and manufacturing recruiting fields, employee training, management, operations, consulting and sales within both the manufacturing and service industries. Experience with strong analytical skills and exceptional client management capabilities and a demonstrated understanding of professional recruiting methodologies and tools.

Excellent Interpersonal Skills - An experienced team player, excellent communicator, active listener and negotiator who works well and communicates effectively with all levels of management and staff as well as with client representatives and candidates. Recruiter excels at creating long-lasting and productive relationships with customers by delivering high levels of customer service and customer follow-up.

This has 2 different fonts, can you tell? The underlined section is appalling and too many run on sentences. How do you have experience with strong analytical skills? You would *have* strong analytical skills or you wouldn't. This was written by a person with a degree in communications!

The purpose of a resume is to show an employer what you have done, where you have done it, your education and your skills. Make sure you mention your top achievements but keep it simple. Feel free to contact me if you have any questions about your resume.

Name
Address
City, State, 55522
Your.name@aol.com

PROFILE

Skilled, resourceful technical professional with broad Design, Quality and Product Support background primarily within Electronic Product Development sectors. Track record of successful product introduction, implementation, and life cycle management. Creative problem-solver who applies practical skills and business knowledge to achieve improved results. Able to manage complex programs and multiple projects simultaneously. Dynamic self-starter with a strong sense of responsibility and positive, aggressive attitude. Productive as both individual contributor and team member.

STRENGTHS

- Analytical problem solving skills
- Organizational ability
- Diverse technical knowledge
- Communication and relationship building skills

ACHIEVEMENTS

- Simultaneously managed six new development and product improvement projects requiring the coordination of fifteen cross-functional team members from Engineering, Manufacturing, Marketing, and Customer Service groups.
- Primary engineering team member in executing Failure Analysis of defective products. Root Cause determination resulted in Supplier corrective Action and financial compensation of \$500K to \$1M. Lead team effort to improve approval tem for Engineering Change Orders (ECOs) from two weeks to less than three days. Approving member of Change Control Board for ECO implementations.
- Awarded Carlson Quarterly Outstanding Employee Performance Award.
- Spearheaded Agency testing submittal programs for UL, CSA, CE, and USB compliance.
- Supervised installations of ten control systems at customer's facilities over a one-year period.
- Lead repair team in reducing defective inventory by 20+%.
- Completed thirteen electronic design projects over the past five years.

TARGET POSITIONS

- Project Manager
- Project Engineer

TARGET COMPANIES

McDonald's	Motorola	Robert W. Hunt
Bank One	Cabot Microelectronics	US Cellular
EMC	Morey Corporation	S-B Power Tool

PROFESSIONAL HISTORY

Electrical Engineer	Michaels Products	2002 – Present
Design Engineer II	USAtel, Inc.	2000 – 2001
Technology/Project Engineer	Carlson Systems Division	1999 – 2000
Hardware Engineer	MicroComm	1997 – 1999
Repair Supervisor/Engineer	Osaka Electrics	1999 – 1997

EDUCATION

Yale University – BA Engineering Sciences, Electrical

Name
Address
Telephone Number
E-mail address

MARKETING PLAN

PROFESSIONAL OBJECTIVE: Senior Operations Management

International Operations Management in a manufacturing environment with significant responsibility for identifying business strengths and weaknesses.

Preferred functions include:

Manager of Operations
Operations Manager
International Manager of Operations

POSTITIONING STATEMENT

A Senior Operations Management professional with over 17 years of experience in global markets for the food manufacturing industry. Greatest assets are in identifying strengths and weaknesses of businesses and building a team to design and deliver effective solutions. Career includes managing production, operations, quality control and purchasing functions for three multinational corporations. Over seven years of experience providing turnkey operations consulting for the start-up of several production facilities in Europe and Latin America. Managed budgets valued to \$700M annually. Led a team of 27 direct reports located in five countries including three non-English speaking facilities.

COMPETENCIES

Operations

Budgeting
Planning
Auditing
Net value analysis
Production
Purchasing

International Business

International business in Europe and Latin America
International monetary policies in financial reporting

Distribution

Warehousing
Transportation
State & federal regulations
Marshaling
International customs

Management & Leadership

Performance appraisal & feedback
Develop strategies by involvement with team
Team development and leadership

MARKETING PLAN (NAME) - Page Two

TARGET MARKET:

Geographic

East Coast United States with global locations in major metropolitan regions of Europe and South America

Types of Industries

Manufacturing organization in Food, Cosmetics or beverages.

Size of Organization

Over 10,000 employees including operations and distribution

Organization Culture

Multi-Cultural Senior Management team not dominated by people of a single national origin.

TARGET COMPANIES

National

Johnson & Jones
Reynolds & Reeves
Wayland Foods
Dole & Bisco Foods
Trader Jane Products
Wellington Foods
Campbell & Creighton Foods
Pearson Willows
Present Farm Foods
Minoan Vegetables
National Foods Distributors
Penley Products
Baxter Beverages
Sherman Distributors
Pena Orozco Beverages
Euro Grain Products
Southeast Frozen Foods

Multinational

Gamble & Pierson
General Organics
Platypus Foods
Campbell & Creighton
Feingold & Felini Global
East-West American Products
Fox Foods International
Demario Pizza
Fuzziwig & Fenway Foods
Mazola Masters
Causeway International
Mexican Gourmet Specialties
Norwegian Products
Maison International
Sea Trade Packaging
Rhine Food Products
Atlantic Partners Food Packaging

Sample Interview Questions

Describe your ideal manager. Your ideal direct report.

What manager did you get along with best? Least? How did you deal with that person?

What was your best boss like? Your worst?

What do you think of your manager?

Describe how you have dealt with obstacles in your job? In your career?

What is the most important quality of a good leader?

Describe your leadership style. Provide several examples.

Describe a situation where your judgment paid off.

How do you measure the judgment of a subordinate?

How have you improved the performance of someone who reported to you?

How do you assign tasks?

Who last sought your opinion? Give the nature of counsel that was sought.

How do you go about setting priorities?

To what degree are you creative? Give examples of your use of creativity at work.

What do you think that you can do that the other 50 candidates cannot do?

How do you contribute to change?

How do you plan and organize your work?

What tasks do you feel that you can't delay?

Have you terminated employees? How did you handle the process?

How do you build team spirit?

How do you support weak members of your group?

How would you describe your impact on your company.

What important career goals did you achieve in your last job?

What were they and what were the results?

Describe how you have prioritized your career goals successfully.

Sometimes career goals are dictated by a pre-existing career management system in a company. Tell me about how you achieved goals when there was no set career management system in a company that you worked.

How much did you make at your last job?

What do you know about our company?

What do you know about our competition?

Why should I hire you?

Why do you think you'd like to work for us?

How do you spend your spare time? What are your hobbies?

What type of position are you most interested in?

If you were started your career now, what would you do differently?

Are you eager to please?

What do people criticize you for?

Why do you think you'd be good at this job?

What was the most difficult thing you've ever tackled? And the most satisfying?

Do you aspire to eventually be a leader/manager? Why does that appeal to you? What would you offer in that position?

What do you hope to get out of this position? What will you learn in this job?

What suggestions did you make in any previous job to cut back costs or improve morale or increase output or whatever is appropriate?

Why did you leave your last job?

Why did they release you and not someone else?

What sort of progress in our company would seem right for you?

What would you have liked to do more of in your last job?

What makes the difference between success and failure?

What other companies have you applied to?

How does this job compare with others you've applied for?

How did previous employers treat you?

Do you prefer staff or line work? Why?

Describe a crisis situation when energy was an important consideration.

How do you react when your manager puts pressure on you?

What were the aggravations of your last position?

What would your colleagues say about your drive? What would your manager say about your drive?

Do you enjoy hectic activity?

How do you get things done?

How did you finance college?

How did you find your first job? Your last job?

How would you react to heading a start-up operation?

Have you ever left a position because the standards set were not high enough?

In your expectations of others, how close do you colleagues come to meeting the mark?

Describe situations in which you had to "bend" to achieve objectives.

What does success mean to you?

What is most important in your life?

What well-known public figure do you admire? What do you admire about that person?

Do you have a mentor? If so, how has that person affected your career?

How did you take your company into the X market?

What are some difficult decisions you have made?

Describe typical problems that you are likely to face during the day and ways in which you reach solutions.

How have you increased sales? Profits?

Why didn't you do better in college?

How do you know that you've done a good job?

How will I know that you've done a good job?

Do you prefer to work as a manager or as a sole contributor? Why?

Some people are better at planning/developing and others at day-to-day management. Which are you?

Do you generally speak to people before they speak to you? Why?