

#ASKTHERECRUITER



10 Resume Tips to Snag that Interview

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DELIVERING RESULTS, DAILY.

RESUME TIPS



Tip #10: Cover Letter

Use a cover letter especially if there is something in your resume that you want to clarify. For example, if you are planning on relocating then state that in your cover letter. If you are hours away from the position you are applying for it may hinder the recruiter from considering you for the position.

Tip #9: Contact Info



Make sure you have the correct phone number and e-mail on your resume. You want the recruiter to be able to get in contact with you. Make sure your voicemail box isn't full so we can leave a message. Also, if you're applying for a job, check your e-mail. If you can't be contacted the recruiter may think you are not interested in the position.



Tip #8: Education

Always include any college or any continuing education courses you have completed. Even if you didn't finish your degree, it is good to show that you have the initiative to complete college courses. If you only attended high school that should be included on your resume as well! You can even list any training courses you have completed.

RESUME TIPS



Tip #7: ALL Work History

As a recruiter we know what job skills to look for in a potential candidate. Don't leave out a serving job at a restaurant just because you think it's not relevant. Every job shows your skills and is pertinent to us seeing if you are a good fit for the position.

Tip #6: Job History



Make sure you have the correct dates on your resume. Or update the dates on your resume if your job history isn't current. Recruiters look for candidates to be at jobs for a stable amount of time (about a year). No one wants to waste time training a new employee if they are a "job hopper."



Tip #7: Chronological

List your work history in chronological order with your most recent position first. You want to make it easy for the recruiter to find your current job; don't make the recruiter scroll to the bottom of your resume to get the information they need quickly.

RESUME TIPS



Tip #5: Use Numbers

Numbers show you are capable of producing results. Use numbers in your resume especially if you are applying for a Sales Representative position. I want to know how many cold calls you made in a day or how much money you made for your company.

Tip #6: Database Exp.

If you have any type of database experience include that in your resume. Especially include it if you have used a CRM or a difficult program in the past. It shows you can navigate a computer well.



Tip #2: Keep it Short and Sweet!

Use bullet points on your resume instead of paragraphs. Recruiters don't want to dig through your resume to find relevant information. Bullet points make it easy for the recruiter to read and we can find key words fast. As the candidate you want to catch the recruiters' attention quickly!

RESUME TIPS



Tip #1: Proofread!

If you have multiple spelling mistakes on your resume it looks very unprofessional. There should be no excuses for mistakes because you have the tools to make your resume free of errors. Use spell check on your computer and read over your resume multiple times before submitting it. Have a friend or relative read it too! Errors signal to a recruiter that you don't pay attention to detail; which is a needed skill in many careers. You might be the most talented employee of your generation and miss an opportunity because of a silly grammatical mistake!

Lastly, be proactive and have your resume ready in digital and analog form. Also, create it on LinkedIn and some other services, so, when the right job appears you can jump on it!



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