

## How recruiters judge your résumé

Four stages:

- ◆ **FIRST:** Presentation of the cover letter and résumé
- ◆ **SECOND:** Match between candidate's skills and qualities and the competencies required for the job
- ◆ **THIRD:** Examination of relevant experience
- ◆ **FOURTH:** Examination of education and training

Employers will change their opinion of a candidate while reading the résumé! Main reason: poor impression from your cover letter!

Recruiters judge the résumé against an ideal picture they build up of the candidate.

Recruiters form an opinion of the ideal candidate and look for confirmatory evidence.

Recruiters are not impressed by hobbies unless it "increases the fit".

A résumé and an interview are equally important but it is the quality of your résumé that will get you an opportunity to be interviewed.

## Dos and don'ts

- ◆ Always tailor every résumé closely to the job advertisement and position description
- ◆ Be prepared to change your résumé and cover letter so you can be the "best fit" for every application
- ◆ Always include personal skills and qualities statements (blow your own trumpet)
- ◆ Never allow a single typo or spelling mistake
- ◆ Check and re check your résumé—then go away and do something and recheck again. Then when you are satisfied get an eagle-eyed friend to check it over
- ◆ A single spelling error can reduce your chances of being shortlisted by 50%
- ◆ Never include the words "CV" or "Résumé" on your résumé—the employer knows it is not a Christmas card!
- ◆ Never include a photo unless requested
- ◆ Never include cute graphics or clip art
- ◆ Don't underline to emphasise things like a heading
- ◆ Don't use coloured paper
- ◆ Don't hand write your résumé
- ◆ Don't fold your résumé—use an A4 envelope

# A Guide to Résumés and Interviews



*Supporting the transition of young people from school to further education training or employment.*

## Résumé Writing

- ◆ YOU ⇔ GETTING THE FIT ⇔ THE JOB

### Knowledge/Skills/Abilities/Attitudes

- ◆ If it increases the fit include it in the résumé and the interview
- ◆ If it reduces the fit—leave it out!
- ◆ Understand what the employer wants — do your research on the company
- ◆ Include personal skills and abilities statements in all résumés—succinct statements that promote your fit to the job by highlighting how you possess the competencies required for the job

### Example: Energetic:

I am a person who is always on the go as I am involved in a number of activities. These range from academic, to work related, to sporting, particularly team sports. I am an outgoing person and enjoy being an active member of numerous clubs and societies.

### Example: Organisational Skills:

As a person who is involved in many different activities, I have developed excellent organisational skills to ensure that I plan my time effectively. This enables me to achieve maximum output in minimum time, as well as handle a number of activities at once.

- ◆ The cover letter will be read once (One page) the résumé will be read repeatedly.

## Facts

- ◆ About 80% of jobs are not advertised
- ◆ 64% of retrenched employees find work through networking
- ◆ 29% of retrenched employees find work through advertising
- ◆ Recruitment firms place nearly all their ads on job boards on the internet
- ◆ Some employers may not be sure exactly what they are looking for and will be open to suggestion and negotiation
- ◆ Résumé format does influence recruiters (no silly fonts)
- ◆ Only 50% of recruiters notice gaps in career history of one year
- ◆ Unexplained gaps of more than one year leads to a lowered impression of honesty; always use dates
- ◆ 9 out of 10 explanations of gaps creates a poor impression (academic study is the exception)
- ◆ Emailed résumés need to be sent as an attachment not in the body of the email. PDF the document so that the formatting doesn't change.

## *Know yourself before the interviewer does:*

- ◆ Knowledge—what do you know?
- ◆ Skills—What can you do? What are you good at?
- ◆ Abilities—How do you use your skills?
- ◆ Attitudes—What makes you tick? What makes you sick? What interests you? What motivates you?
- ◆ Take an achievement and turn it into a story (interview panellists remember stories)
- ◆ Make your ...  
Point...Reason...Evidence...Situation...Task...Action.....  
Results .... And make your Point again

### The Eight Key Skills:

- ◆ Attention to detail
- ◆ Communication skills
- ◆ Dynamism / Energy
- ◆ Leadership
- ◆ Motivation
- ◆ Team Player
- ◆ Initiative
- ◆ Ability to handle pressure

Put yourself close to success / Distance yourself from failure