



ADDventures

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Five Reasons Recruiters Aren't Calling You

1. Your resume leaves off vital information. You must illustrate that you have the best qualifications by listing all your relevant responsibilities, certifications, education, professional training and technical skills. Do not forget volunteer work that demonstrates skills needed for your next job. Key industry words and phrases are also very important.
2. Your resume has too much useless information. The common problem for those who update their resume simply by adding new text to the old resume. If this is your method, chances are your resume has a lot of dead wood that needs trimming. A good rule of thumb is that everything on your resume should relate to your current career objection. That means before adding new information, check the old text to see if it still relates. If not, change the emphasis on prior employment entries or delete extraneous details.
3. Your resume does not show experience. If you are short on needed experience showcase the next best thing, your transferable skills. Include your accomplishments that illustrate your most important transferable skills needed for the job. Your skills may be customer services, problem solving, client relationship building, cost cutting or revenue generating. Use the job postings to understand what skills are needed most for the job.
4. Your resume shows too much experience. If you feel you are labeled as "overqualified" maybe that is just what the resume is saying. The first job of the resume is to match the requirements of the positions you are applying for. If you apply for a non-management job emphasize your ability as a contributor.
5. Your resume lacks results. In today's economy employers are looking for people who can impact the bottom line. Every company wants employees who can save money, contribute to the revenue growth, streamline a procedure and keep customers happy. Make sure your resume includes accomplishments that result in these corporate initiatives.

A well written resume is your best tool to help get you in front of hiring managers.

~Deborah Walker

October ADD STAFFers of the month: Congratulations for jobs well done!!

Miguel R * Leonard L * Linda T * Julie H * Scott L
Jennifer A * Karen T * Sara C * Miriam Y * Aanal P

“October, baptize me with leaves! Swaddle me in corduroy and nurse me with split pea soup. October, tuck tiny candy bars in my pockets and carve my smile into a thousand pumpkins. O autumn! O teakettle! O grace!”

— Rainbow Rowell, Attachments