

Resume Writing

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Not Sure Why You're Not Getting a Call Back From That Recruiter?



A lot of people simply search for jobs that they would "like" to do and submit the exact same resume to every. single. job posting. THIS is why you don't hear back from that company or that recruiter. There are a few things to consider when applying for a job. Regardless of how simple or complex the application process is, it's essential to put your best foot forward. Every time.

Tip #1: Make sure that your resume matches the job posting.

If you're applying for a job that specifically calls for 5 years of management experience, but your resume doesn't reflect that, there's a strong chance that you won't get a call back. I'm not saying to lie and pretend that you have that experience if you don't! Applicants tend to get caught up in just rushing through the application process. If you have experience that specifically matches what the job posting is looking for then MAKE SURE that your relevant experience is front and center!

Tip #2: Don't run from lengthy applications.

I've heard countless job seekers complain about lengthy applications. The only thing that I have to say about that is something that a former manager said to me, in response to a friend not applying because of the 1-2-hour long application process: "We make the application process long for a reason: it weeds out

the people who don't deserve the job. You don't have an hour to put towards your own future? Then you don't need this job." Remember that!

Tip #3: DO NOT submit a resume that is over 3 pages in length.

Again, I'm sharing advice that was shared with me- but this time, from a professor of my very first business class at USM, "Executives are busy! No one has the time or energy to read a resume that's over 2-3 pages." Plus, the longer you make it, the easier it is for a page to get lost, once printed. We have to assume that 30+ people have applied to every open position. Would you shuffle through that stack of resumes to find and match page 5 of someone's resume to the rest of the document? Probably not.

Tip #4: Don't fill your resume with information that is irrelevant to the job that you're applying for.

Again, if you have that required management experience, make sure that your management experience can easily be found on your resume. If the job has absolutely nothing to do with managing a team, then listing that you managed a team of 5 at that one job 5 years ago will most likely not get you a call from the recruiter.

Are you over 30 and still listing your high school gig on your resume? STOP IT.

Tip #5: 3 bullet points MAX under each job title.

I say 3 max because once you pass 5 (simple put) you're doing too much. There's a strong chance that those 3 other bullet points that you planned to cover had nothing to do with the job you were applying for, anyway.

Book a Consultation, Today, and Let Us Help You Secure Your Dream Job!